

Cost of Printing

The most important thing to know and remember is that you must logoff of your workstation so that your personal data and printing credit will be safe.

At the beginning of every semester, students will be given \$50.00(500 pages) credit towards printing.

Each page of printing will cost the student \$.10 and will be tracked by your login account.

If you run out of credits, they can be purchased for \$.10 per page.

Please contact Columbia College IT at 786-3007 with any questions.

Please make sure you are printing to the correct printer in your lab.

**MAKE SURE THAT YOU RESTART THE
COMPUTER AFTER EACH USE AND LEAVE
IT AT THE LOG ON TO WINDOWS SCREEN.**