

Duke Office of Information Technology

ePrint Free Allocation

View Your Quota Or Request An Increase

Log into DukePass, click the DukeCard logo under your displayed balance, then choose Manage Accounts. ([You can also visit the site directly at this link.](#))

2007-2008 School Year

Effective August 13, 2007, a semesterly allocation for free black-and-white laser printing is in effect for Duke's ePrint stations in libraries, computer labs, and public spaces:

- ? Duke students will receive \$36 per semester in free allocation
- ? Faculty, staff and other affiliates will receive unlimited free printing

All documents sent to the ePrint-OIT and ePrint-OIT(2-sided) print queues will be charged at \$0.02/page for single-sided and \$0.01/page for double-sided printing (minimum cost \$0.02). The default free allocation provides up to 3,600 pages of free double-sided printing per semester. Use duplex to maximize your laser printing and reduce the impact on our environment! Color laser printing in Duke's libraries remains \$0.50/page, and is charged directly to FLEX.

Students can request unlimited, immediate increases in their quota in \$10 increments once their available free allocation drops below \$9 of available printing. There is no cost or charge to increase your print allocation. You can view your available allocation and request an increase via the DukeCard section of DukePass. Note: students who exhaust their free allocation will have print jobs charged to their FLEX accounts until they request an allocation increase.

Charges for black & white print jobs that are unacceptable in quality (low toner, smudging, paper jam, etc.) and which are charged to FLEX or public print cards will be refunded on request. [Complete our online refund request form now.](#) Refund requests are accepted only for charges to FLEX and public print cards, not free ePrint allocation.

Visitors to Duke facilities who lack an ID card can purchase public print/copy cards from campus libraries after August 13 and add value to those cards in order to be able to use the ePrint system.

The ePrint free allocation is designed to help students and other affiliates recognize the cost and value of the ePrint service and to encourage reasonable, sustainable printing habits.

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