

# Printing at Sage

## Related How-To Articles

- [How-To: Use your FOB for Printing](#)
- [How-To: Printing Using a Department Number](#)
- [How-To: Scan using a Sage Multi-Functional Printer \(MFP\)](#)
- [How-To: Find the name of a printer](#)
- [How-To: Print from your personal device](#)

## Related Troubleshooting Articles

- [Troubleshooting: Hold for Authentication Error - Papercut on MacOS](#)

## Printing & Study Spaces

Full-time undergraduate students receive \$25 of printing funds on their Papercut accounts in the spring and fall. Part-time and graduate students do not automatically have funds added to their printing accounts.

- Cash may be added to a student printing account at either library circulation desk during regular hours (weekdays 7:30 am-5:00 pm in the Fall /Spring, 8:30 am-5:00 pm in Summer/intersessions). Kiosks are also available on the first floor of each library for adding exact amounts of cash and coins to printing accounts (no refunds or change will be given).
- Credit cards can be used to add funds to student printing accounts, although funds will not be available for immediate use. Funds are applied to printing accounts Monday-Friday between 8:30am-5:00pm. You will receive an email confirmation when funds have been added to your printing account. [To add printing funds using a credit card, click here.](#)

Printing funds are non-refundable. All student printing quotas are reduced to zero at the end of the academic year (the weekend of Commencement). Funds added after Commencement will remain on student accounts until the following year at Commencement.

### How much print quota is deducted per page?

Black and White: 5 cents per page (4 cents/side for double-sided)

Color: 20 cents per page (15 cents/side for double-sided)



#### How can I check my printing balance?

Available funds can be checked by going to <https://papercut.sage.edu>.

### Where can I print?

Printing is accomplished by printing to a virtual queue (e.g., *ToshibaBW*, *ToshibaColor*, *HP-BW*, or *HP-Color*) and logging in at corresponding printer. To log in, swipe your Sage ID card, or type in your username/password or Sage ID number ("PIN Code").



Large format printing, volume printing, and bindings can be done for a fee at College Services, located in the basement of John Paine in Troy and the basement of the Administration building in Albany.

### Printers can be found in the following areas:

Location	Campus	Availability	Print Queue
Administration Building Basement	ALBANY	NORMAL BUSINESS HOURS AFTER LIBRARY HOURS	TOSHIBA BW
Albany Library, 1st floor	ALBANY	NORMAL BUSINESS HOURS	TOSHIBA BW TOSHIBA COLOR
Library, Basement Computer Lab	ALBANY	NORMAL BUSINESS HOURS	HP BW HP COLOR
Kahl Campus Center, outside of Freddie's	ALBANY	AFTER LIBRARY HOURS	HP BW
Shea Learning Center, 1st floor	TROY	NORMAL BUSINESS HOURS	TOSHIBA BW TOSHIBA COLOR
John Paine Basement	TROY	NORMAL BUSINESS HOURS AFTER LIBRARY HOURS	TOSHIBA BW

Gurley Commuter Lounge	TROY	NORMAL BUSINESS HOURS	AFTER LIBRARY HOURS	HP BW
Education Building Basement, Lab M & Lab L	TROY	NORMAL BUSINESS HOURS	UNAVAILABLE DURING CLASS	HP BW
McKinstry Student Center, Computer Lab	TROY	NORMAL BUSINESS HOURS	AFTER LIBRARY HOURS	HP BW
Ricketts, 1st Floor Lab	TROY	NORMAL BUSINESS HOURS	UNAVAILABLE DURING CLASS	HP BW



**Printers available after library hours**

After [library hours](#), students can send print jobs to available printers via [Mobility Print](#).

**Study spaces & computers after library hours:**

Location	Campus	Availability	Amenities
Kahl Campus Center, Freddie's	ALBANY	CLOSES 11:00PM	PRINTER
Kahl Campus Center, Floors 1 and 2	ALBANY	CLOSES 11:00PM	
Kahl Campus Center, Rooms 101 & 104	ALBANY	CLOSES 11:00PM	
Kahl Campus Center, Room 347	ALBANY	CLOSES 11:00PM	PC WORKSTATIONS
Buchman Pavillion	TROY	CLOSES 10:00PM	
Commuter Lounge, Gurley Hall, First Floor	TROY	CLOSES 9:30PM	PRINTER PC WORKSTATIONS
Student Center, McKinstry Hall, First Floor	TROY	CLOSES 11:00PM	PRINTER PC WORKSTATIONS

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