

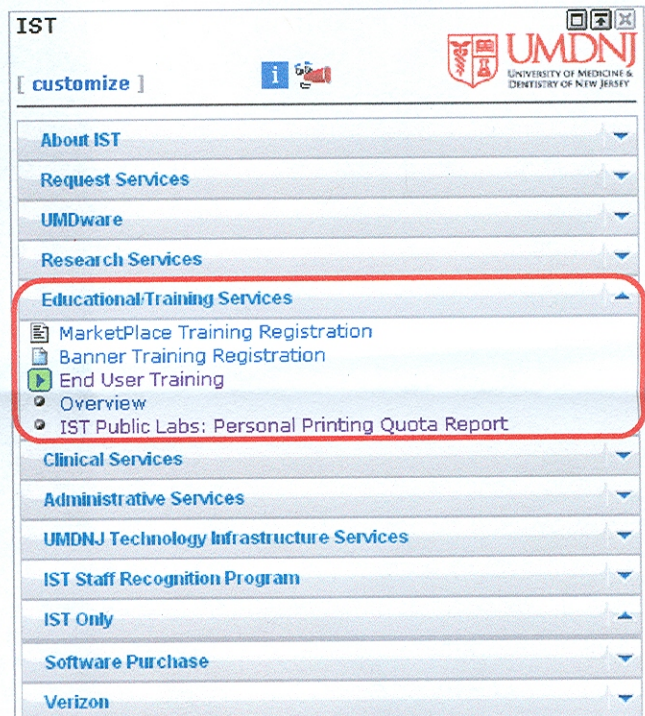
Print Quota Management

July 2009

UMDNJ Printer Quota Management (PQM) system allows UMDNJ students, faculty and staff to review printing quotas on campus public lab printers. Every UMDNJ user will be allotted 800 free printer pages per year, from June 30th – July 1st (not each semester). Printer usage quotas will be reset on July 1st of each year. Once the initial quota has been reached, additional pages must be purchased from a Computer Lab Staff Member in increments of \$3.00 per 100 pages (\$3.00 minimum purchase).

Checking Your Quota Summary from the Internet:

1. Go to URL: <https://my.umdj.edu/>. Enter your user name and core password. If you do not know your core password, use the "Forgot Your Password?" link or call 732-743-3200 for assistance.
2. Click "Login".
3. Next, click on the "Administration" tab.
4. Click on "Educational/Training Services" drop-down and click on the link for IST Public Labs: Personal Printing Quota Report. Use this tool to monitor your personal consumption of printing resources in the public labs. See image on right. → → →
5. Remember to "Logout" of the portal (<https://my.umdj.edu/>) to protect your personal information and for a safe and graceful exit out of the PQM System.



Out of Print Quota:

If you are out of quota, your job will be sent to the queue and put on hold status "Paused" until additional pages are purchased and a request is made for the printed pages to be released. The job will be queued for three days, and then deleted permanently.

Additional Printer Pages:

If you do not have any remaining (free and/or paid) pages, bring your valid UMDNJ ID to any Computer Lab during daytime business hours and request additional pages from the Support Desk attendant. Once the initial quota has been reached, additional pages must be purchased from an Computer Lab Staff Member in increments of \$3.00 per 100 pages (\$3.00 minimum purchase). All remaining paid pages will carry over to the following academic year.

Further Information:

Frequently Asked Questions (FAQ): <http://www.umdj.edu/pqm/pqmfaq.html>