

## Notice about the Limitation of the Number of Printing

The number of points that each user can print per semester is 1000 points for undergraduate students and 2000 points for graduate students. If you need to print over the limited number of points, you must submit an application form. **Note that undergraduate (graduate) students can apply for extra points only once (twice). 100 points are added by each application. You should, therefore, use printers in a planned manner.**

Detailed information about this system is as follows.

### 1. The purpose of this system

Recently, the number of useless printed matters has been increasing and there are many printed matters which are left alone on the printers and a large number of copies are printed wastefully. The purpose of this system is to concern for the environment and to enable all users to print impartially and quickly by controlling these useless printed matters.

### 2. The limitation of points

**Object printers:** Printers in the Computer Rooms / CALL Rooms / Law school study room

**The number of points** (per semester\*1)

ID Number	Status	Limit (points*2)
A *****	Undergraduate Students (Degree)	1000
B *****	Graduate Students (Master)	2000
C *****	Graduate Students (Doctor)	
E *****	Law School Students	
	School of Social Welfare Students	1000
	Others(*3)	

\*1) "per semester" means that the count of points is reset to zero every semester (the Spring semester : April 1. – September 20. / the Autumn semester : September 21. – March 31.).

\*2) Monochrome printing counts 1 point per printing paper. Color printing counts 5 points per printing paper.

\*3) "Others": Users who are invested with the computer account by Media Center except for the account beginning with "law" and the account invested by library (these accounts are not admitted to print).

### 3. Confirmation of printing status

The printing status of one's own can be confirmed by the "Notice of Printing Pages" folder on the desktop.



#### 4. The application for addition

If you need to print more than the quota, please fill out the application form for additional 100 points, attach the “Additional Printing Fee” stamp, and submit it to the Media Center office.

- \* Undergraduate students can apply for extra 100 printing points, while graduate students can apply for 200 points.
- \* There is a service charge of ¥500 per 100 points for this application.  
(There will be no refund, even if additional points are not used up.)
- \* The “Additional Printing Fee” stamp can be bought from the stamp machine at the Academic Service Section (9:30-11:30, 12:30-17:00).
- \* The Media Center office is open from 9:00 to 17:00 (except for 11:30-12:30).
- \* The student ID card is required.
- \* Additional points can be used on the next day (except for Sat, Sun and Holidays).

The remainder points cannot be transferred to the next semester. Moreover, the fee of the remainder of additional application cannot be repaid. Please print and apply very carefully.

#### 5. Notes

Please respect the copyright when printing plural copies and consider other users when printing a large number of pages.