



PRINTER POLICY

A. Purpose & Scope:

This document sets forth the University's Policy with regard to the purchase and installation of desktop printers for business purposes. It currently excludes student kiosk printing (WEPA).

While the low initial cost of personal inkjet or laser printers makes them attractive, the overall cost of ownership for these printers (the total cost-per-copy) is very high. There are also hundreds of different models of printer on campus, which is impossible to support and provide lifecycle for.

The purpose of this policy is to:

1. Reduce the cost of consumables and energy by using more efficient printing devices.
2. Ensure utilization of the University multi-function printer fleet whenever possible.
3. Support green initiatives by reducing the number of print devices.
4. Improving the speed and effectiveness of printer maintenance.
5. Provide a secure printing environment.

B. Definition(s):

N/A

C. Policy and Procedures:

1. Multifunction printers will be strategically placed around campus for Faculty/Staff printing.
 - a. These printers will have a secure printing option where a code or card swipe can be used to retrieve a job. You will be able to retrieve your print job from any Canon Multifunction device on campus.
2. Desktop and Single-function network devices will be immediately eliminated.
 - a. Desktop printers will be allowed in cases where a disability necessitates such use.

- b. Printers purchased on a Grant may be kept as long as the Grant is paying for the printer, supplies, maintenance, and repairs. Once the University is required to pay, the printer will be eliminated.
 - i. University Technology Services will not provide support for grant funded printers.
 - ii. Grants from this point forward, are not to include printers.
 - c. Scanners and devices specifically required for Student Information System will be allowed until they are no longer required.
 - d. As the Multifunction printers have a secure print option, confidentiality of documents will NOT be a valid reason for an exception.
 - e. Personally purchased printers (desktop and network) will not be supported by University Technology Services.
 - f. Desktop and Network printers will also be considered in rare cases where an office is located in an isolated location that doesn't make an MFP economically feasible. These decisions will be made at the discretion of the Print Management Team.
3. Student Computer Labs will no longer have printers in each Lab. Instead students should print to WEPA print kiosks. Faculty/Staff are to print their documents to Canon devices.
 4. Printing on Canon devices for workstudies and GA's may be requested by submitting a ticket to utechrequests@calu.edu. The Ticket must include a valid cost center.
 - a. Departments are responsible for charges incurred from student printing and must monitor to ensure that no personal printing is occurring.
 5. Large print jobs of over 250 sheets will be automatically sent to the Print Center and the Department will be charged back.
 6. Printing is to be done in black and white and full duplex unless color is absolutely necessary.
 - a. Printing reports will be monitored and corrective action taken for users that are viewed as abusing print privileges.

D. Effective date: Immediately

Adopted: February 18, 2020

by: President's Cabinet

Amended Date: