Printer Policy

I. POLICY:
This policy sets forth the University's policy with regard to the installation and use of local printers.

II. PURPOSE:
This policy is intended to support the initiative to become a more sustainable and environmentally friendly campus by reducing printing costs.

Adams State University has made many strides toward becoming a more environmentally friendly and sustainable campus such as installing solar panels, implementing power management settings on our computers, installing motion sensing light switches, and providing more recycling bins and opportunities on campus. Computing Services has already taken steps to reduce printing costs by setting duplex as the standard for all printing to reduce paper consumption and consolidating networked printers where we can, such as with the McDaniel Hall and Richardson Hall Remodels.

This policy would assist in further reducing consumable waste in ink and toner cartridges. Printing is an essential function of the institution, but has historically not been closely administered.

A. Policy Exclusions: The following are the exceptions where a local printer will be supplied.
   1. Employees may be entitled to an individual desktop printer if physically walking to the nearest network printer proves difficult for the employee; however this is subject to approval by Human Resources.
   2. Where the only location for a networked workgroup printer/copier is a significant distance from an office than local printers may be supplied or purchased. They must be only used for small amounts of printing as the cost per page is significantly higher than workgroup/network printers. Large print jobs should be sent to the networked printer/copier.
   3. Many of the printers/copiers on campus support Secure Print which allows setting a release code for a printed document. The document is held at the printer until the release code is entered, at which time the document prints. This allows for confidential documents to be printed securely in a shared workspace.
   4. Employees who have significant confidential printing needs that are not met by Secure Print may choose to purchase a local printer via departmental funds. This will be reviewed with the department and must be approved by the Purchasing Office, Computing Services, and Human Resources (if applicable).

III. DEFINITIONS:
A. **Local Printer**: A printer that is connected directly to a computer workstation via cabled connection.
B. **Network Printer**: A printer connected to the network and set up by Computing Services.
C. **Multifunction Printer/Copier**: Printer/copier device that includes multiple functions in addition to printing, such as copying and scan to email.

IV. **PROCEDURES**:

A. **Staff Printing**
   1. Local printers will no longer be purchased or supported by the institution. All printers purchased with University funds are expected to be networked and meet the needs of an entire work group or department.
   2. University funds are not to be used to purchase any additional local printers. Current local printers may be used until they no longer function.
   3. Exceptions to this policy must be approved by the Purchasing Department, Computing Services, and Human Resources (if applicable) e.g. for disability accommodations or distance to printer.
   4. All faculty and staff will connect to the nearest available networked printer or copier as designated by Computing Services and their department head.

B. **Printing Configuration**
   1. All printers/copiers will be networked and will be a minimum of duplex monochrome (black and white) type.
   2. All printers (where possible) will be set to duplex by default.
   3. All printers will be networked wherever possible and not connected directly to a personal computer unless granted an exemption as listed above.

C. **Scanning**
   1. Multifunction copiers and printers are configured to scan to email. Employees should utilize these scanners to scan to PDF.
   2. Exceptions would include: Banner Xtender specifically only supports a subset of Fujitsu scanners. Where the scanning capacity is more than is supported by the multifunction copier or printer.

D. **Implementation**
   1. Printer purchase costs are the responsibility of the Academic or Administrative Department. Student Lab printing costs are the responsibility of Computing Services funded through the student Technology Fee.
   2. All consumables for department printers (including but not limited to toner, drums, transfer kits, pickup rollers, fuser units, and paper) are the responsibility of the individual departments in which they are used.
   3. Where able, employees should keep digital copies of files and reduce printing as much as possible.
   4. As networked printers are refreshed or replaced Computing Services will work with the department to consolidate networked printers/copiers where feasible. There should be one networked printer/copier per continuous employee area.

V. **RESPONSIBILITY**:

A. **Academic/Administrative Department**
   1. Cost of printers, including consumables such as toner and paper are the responsibility of the department. Maintenance costs should consider hardware replacements on a 5 to 6 year cycle.
   2. It is the responsibility of the department making the purchase to ensure that funds are available for the cost of the hardware and that purchases conform to this policy.

B. **Computing Services**
   1. Computing Services’ consultation is necessary to determine infrastructural compatibility prior to the installation of network devices. Computing Services will also make recommendations to appropriate printers.
   2. Computing Services will assist in configuration and setup of supported printers.
   3. Computing Services will provide break/fix support for Dell printers that are under warranty.

VI. **AUTHORITY**:
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<thead>
<tr>
<th>CHAPTER:</th>
<th>SUBJECT</th>
<th>POLICY #</th>
<th>Page 3 of 3</th>
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<tbody>
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VII. HISTORY:

VIII. ATTACHMENTS:
Local Printer Policy
# Printer Policy – Request for Local Printer

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<th>Request Information</th>
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</tr>
<tr>
<td>Primary Contact Email:</td>
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<tr>
<td>Building Name:</td>
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<tr>
<td>Room Number(s):</td>
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<td>Date Requested:</td>
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<th>Type of Device Requested:</th>
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<td>□ Local Printer</td>
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Reason for Local Printer:

Additional Comments:

I have contacted Purchasing and Computing Services regarding this request: Yes/No

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Department Head Signature ___________________________________________ Date

Printed Name

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Department Approvals* To be obtained before purchase or installation of equipment

Purchasing Department

☐ Approved
☐ Denied

Comments:

Purchasing Director
Signature ___________________________________ Date ______________________________

Computing Services

☐ Approved
☐ Denied

Comments:

Director of Computing Services Signature __________________________________ Date ______________________________

Human Resources (if applicable)

☐ Approved
☐ Denied

Comments:

Director of Human Resources Signature __________________________________ Date ______________________________