

BUSINESS OFFICE POLICY: Printing

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STAFF USE

DEFINITIONS

Multi-function devices (MFDs): devices that print, copy, scan and fax.

Printer, scanner and fax machine: single-use devices which can perform only those functions.

Single-user device: printers, scanners and fax machines physically located such that it is not feasible for staff other than a single user to access them.

Non-networked printer: a printer connected to a single staff computer (PC) and not part of the college network. Non-networked printers are not allowed.

EQUIPMENT PLACEMENT

MFDs and printers are located to serve a given physical area which includes multiple users.

All MFDs and printers are networked. Printers are not connected to single PCs as non-networked devices. Networking enables print counts by user by Papercut, the college's print management software.

In exceptional situations, a printer may be a single-user device. Although the printer is networked, the printer drivers are installed only on one user's PC, and the printer is physically sited for a single user. These exceptional situations require a compelling business reason. Examples include the following.

- a. Physically impaired employees may be authorized by Human Resources, as set forth in ADA guidelines, to have a single-user printer.
- b. The printer is stocked solely with a single form and there are disproportionate consequences for inadvertent use. The Business Office Accounts Payable person, for example, has single-user printer so that others do not mistakenly print on blank check stock.

EQUIPMENT PURCHASE

MFDs have an estimated life in terms of number of prints. When a device reaches that life, the Business Office reviews the machine performance with users and schedules a date for replacement or next review. Requests to replace existing MFDs prior to the scheduled date or to place a new MFD should be made to the Business Office. MFD makes and models are limited.

Purchase of printers involves the Business Office and ITS.

- As explained in the “Costs” section below, staff printers are purchased by the Internal Service Fund 41. As the budget originator for that fund, the Director of Fiscal Services must approve the purchase in advance. Approval requires adherence to the preceding placement policy.
- Printers must be purchased through ITS. ITS can ensure the equipment is appropriate, get the best pricing, coordinate installation, and so forth. The college does not allow, install or maintain printers which are not purchased through ITS.

Because fax machines require individual phone numbers, each with a monthly charge, MFDs are the preferred mechanism for faxes. Stand-alone fax machines must be purchased through ITS.

Stand-alone scanners may be purchased at the department’s discretion and expense.

COSTS

Costs for staff printing are coded as follows, beginning July 1, 2016.

COSTS INCURRED FOR STAFF USE	
Coded to Internal Service Fund 41	Coded Elsewhere
Purchase of MFDs and printers	Departments pay for stand-alone fax machines and scanners
Maintenance contracts on MFDs	
Paper purchased by and ordered from central Duplication in Lewelling	Departments pay for any paper purchased directly for their specialized use.
Tonor and printer cartridges purchased by and ordered from ITS	Departments pay for supplies for stand-alone fax machines and scanners
Access card blanks	

PRINTING CHARGES

Papercut, a print management software, collects print counts by user. That data is available electronically to:

- users, so they can make informed choices
- budget originators, for use in influencing printing decisions and costs
- the Business Office, for internal billing

Charges during transition: MFDs will be placed and printers consolidated from November 2015 to March 2016. Until December 31, 2016, departments will be charged for copies, using the same rates as usual. In December 2016, accumulated data will be used to develop per-print charges for all printing, whether by copying or from a PC. Budget adjustments will be made in December 2016, if/as needed, for the remainder of 2016-17 and subsequent fiscal years.

Per-print charges are designed to cover the costs coded to the Internal Service Fund 41. Rates may be adjusted annually. There is no charge for scanning. Rates at January 1, 2017 are: TBD

Item	Features	Printed at Duplication in Lewelling	Printed on Building MFD
1 sided, per page	black & white		
2 sided, per page	black & white		
1 sided, per page	color		Surcharge of x per page
2 sided, per page	color		Surcharge of x per page
Job > x pages			Surcharge of x per page

ACCESS CARDS

From a computer, a user can release a job to print immediately or hold it in their print queue. To print held jobs or to make copies, the user scans their print card at the MFD. A held job can be released at any MFD, in any building or at any campus.

Cards are radio-frequency identification (RFID) cards, which read data given proximity. The first time the card is used at the MFD, the Papercut software requests the user's network name and password. After this initial authentication, the software associates that card with the user.

To get a card, staff go to Enrollment Services and have one side printed as an employee ID. The reasons for incorporating the ID are:

- Once activated, anyone can use a print card, which charges the owner's default department for the copies. A misplaced card can be returned if the owner is identified on the card.

(Print cards do not replace library cards, which use magnetic strips and swipe readers.)

Cards are issued only to college employees and are one of the assets collected from them in the termination process.

Each user has a default code, typically 11-0000-00-dept-62100. Users can input a different combination of fund-program-location-department at the MFD. The Business Office maintains legitimate coding strings in Papercut, adding/deleting as needed. Papercut will attribute the print count to the user, despite the change in coding.

MAINTENANCE

ITS stocks and recycles toner cartridges. To get a new cartridge and have the old picked up for recycling, call or email the ITS helpdesk.

For printer malfunctions, contact ITS. MFD malfunctions – TBD.

STUDENT USE

Printers for student use in labs and tutoring spaces are networked computer printers, not MFDs.

Students get an allotment each term for a number of pages at no charge. They can increase their allotment by requesting it from the lab manager.

Costs for student printing are coded as follows, beginning January 1, 2017.

COSTS INCURRED FOR STUDENT USE	
Coded to Internal Service Fund 41	Coded Elsewhere
	The Equipment Replacement Funding policy on the Business Office website details how student printers are purchased.
Paper obtained from central Duplication in Lewelling (5)	
Tonor and printer cartridges used by or obtained from ITS (5)	

COIN-OP COPIERS FOR PUBLIC USE

Coin-op copiers are copiers only, not MFDs. The Internal Service Fund 41 receives the revenue from the coin-op copiers. The per-copy charge is reviewed by the Business Office annually and may change if needed to cover costs.

Costs for public printing are coded as follows, beginning July 1, 2016.

COSTS INCURRED FOR PUBLIC USE	
Coded to Internal Service Fund 41	Coded Elsewhere
Copiers	
Maintenance contracts. Contracts typically include toner and all supplies other than paper.	
Paper obtained from central Duplication in Lewelling	