

Q & A ON PRINTING PROJECT

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This is a compilation of questions and answers which are not included in the “Printing policy” document.

Will the changes save money?

One of the goals of this project is to rationalize the system of paying for printing. The way we currently pay for printing is so scattered that we cannot know the cost. We can isolate costs only if they are coded consistently and/or purchased from known vendors. A few examples of how that isn’t happening follow.

- Toner for copiers is paid as part of the per-copy maintenance contracts. Some toner for printers is purchased by IT; some is purchased by departments, from various vendors. Toner/cartridges for some student labs and the Learning Resource Center are purchased (we think) by various departments.
- Paper is largely bought by Duplication, but the library and other departments also buy some.
- Some printers are purchased by IT. Other printers are purchased by departments, from any vendor. The college has about 40 different models of printers, 23 different makes and models of copiers, and uses 4 different vendors for copier maintenance.

Even though we cannot quantify the amount, we believe the changes will save time and money by:

1. buying supplies in bulk
2. negotiating a single contract for maintenance of MFDs
3. having fewer printers and models of printers for IT to maintain and troubleshoot
4. changes by users in the quantity and type of printing, given information about prints and charges

Papercut reports that colleges and universities that implement print management software typically reduce costs by 20% or more.

What information is captured by the Papercut print management software?

Papercut captures the user, the number of pages printed, and other information relevant to billing (single-sided or duplex, black and white or color, etc.)

We can program Papercut to warn users about settings that are relevant to billings, such as:

- “Jobs greater than x pages cost less if sent to Duplication.”
- “Auto color prints only colored parts as color. Full color costs more because it prints everything as color, including black.”