PennWest UNIVERSITY

Policy IT002: Print Management Policy

Recommended for Approval by:

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Approved by:

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Dr. Dale-Elizabeth Pehrsson, President

Effective Date: 2/24/2023

A. Intent:

Purpose & Scope: This document sets forth the University's Policy on print management and printing practices for PennWest University. The policy governs the approach to printing service deployment at all campuses including the deployment of centrally located multi-function printers as well as the purchase and deployment of single office, desktop, and personal printers. This policy is intended to assure the most economically efficient printing approach while assuring printing needs are met.

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)

Multifunctional Device (MFD) - a networked business class device that offers shared printing, scanning, copying and faxing.

Single-function device (SFD) - a device that offers only one service such as laser printers or inkjet printers. This also includes desktop or networked small office category printers that may perform more than one service.

C. Policy

- MFDs will be strategically placed around campus for Faculty/Staff printing.

  - These printers will have a secure printing option where a login, code or card swipe is used to retrieve a job. You will be able to retrieve your print job from any Multifunction device on campus.

  - MFD printer locations can be found on the Information Technology Services (ITS) web page.   https://itservices.pennwest.edu/

- SFD network and non-networked devices will be immediately eliminated.

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

  - SFD printers will be allowed in cases where a disability necessitates such use.

  - SFD's purchased on a Grant may be kept if the Grant is paying for the device, supplies, maintenance, and repairs. Once the University is required to pay, the device will be eliminated.

    - Information Technology Services will not provide support for grant funded SFDs.

    - Grants from this point forward, are not to include copiers or printers.

  - Scanners and devices specifically required for Student Information System will be allowed until they are no longer required.

  - As the MFDs have a secure print option, confidentiality of documents will NOT be a valid reason for an exception.

  - Personally purchased printers (desktop and network) are not permitted for PennWest business use and must be removed from campus.

  - SFDs will also be considered in rare cases where an office is 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.

  - Any purchase/use of a SFD will require ITS, VP of Finance and VP of area approval.

- Printing on MFDs for Work-study Students and GA's may be requested by the department chair by submitting a helpdesk ticket via email to techsupport@pennwest.edu. The Ticket must include a valid cost center.

  - Departments are responsible for charges incurred from student printing and must monitor to ensure that no personal printing is occurring.

- Printing is to be done in black and white and full duplex unless color is necessary.

- o Printer usage reports will be monitored, and corrective action taken for users that are viewed as abusing print privileges.

- Students will be able to print to designated student focused MFDs which will be strategically placed in high traffic student locations which will be designated and approved by an official Student and Academic represented committee.

D. Procedure(s)

Not applicable.

E. Related policies

Not applicable.

F. Contact Information

Information Technology Services.

G. Policy Review Schedule

Contact office responsible for dates.