



**CEHS Office of Technology Services  
PRINTING POLICY AND PROCEDURES**

**Purpose**

The goal of the College of Education and Human Services printer policy is to control costs, ensure that equipment is properly maintained and in working order, and ensure compliance of responsible use of computing equipment (i.e. for University business).

**Definitions**

*Color Laser Printer* - A laser printer that is capable of printing more than one color. The colors (yellow, cyan, magenta and black) are applied one at a time to the drum and are then adhered to the paper.

*Black and White Laser Printer* - A printer that is only capable of printing in one color (black) at a time. The laser "paints" the image onto a drum which is then transferred onto paper.

*Local Printer* - A printer attached to ONLY one computer and/or workstation via a USB printer cable.

*Network Printer* - A printer that is attached to a network and (generally) accessible by other computers on that network.

**Policy**

The CEHS Technology Services staff will supply toner, support, and maintenance for all printers within the following areas of University Hall: copy rooms, adjunct faculty rooms, and the Dean's Office. The CEHS Technology Services staff will support and maintain printers within the departments as well as purchase all toner. The CEHS Technology Services staff will charge the cost of replacement parts and toner to the relevant department.

The procured toner provided by the CEHS Technology Services staff will **ONLY** be manufactured by the printer vendor (in this case, Hewlett Packard). At no time, will a CEHS Technology Services staff member insert or procure another toner brand other than what is recommended by the printer manufacturer, and faculty/staff must follow these same toner guidelines.

Unauthorized printing is strictly prohibited by the College of Education and Human Services. Examples of unauthorized printing are listed below; they include but are not limited to:

- Printing for personal benefit, such as:
  - Flyers (personal content)
  - Recipes
  - Family photos
  - Directions
- Printing documents that contain no color to color printers.
- Printing more than 50 pages at a time to a local printer. Large capacity printing jobs (more than 50 pages but less than 100 pages) must be sent to the network printers, accessible only by department chairs, administrators, and secretaries. All other jobs larger than 100 pages must be sent out to Studio 42.
- Graduate Assistants may not print anything (black and white and/or color) other than assignments from their faculty supervisors.

Local (personal printers) will be provided to each faculty member, and the department is responsible for providing paper for that printer. The CEHS Technology Services staff will only provide support for local printers within the College, all of which are HP LaserJet p1606dn. Any other model printer purchased will not be supported. In the event a network printer (shared department printer) needs to be purchased and/or replaced, an email should be sent to the CEHS Technology Director advising of the situation so proper quotes can be obtained. The Office of Information Technology has specific hardware vendors that must be used for this purpose.

All printers located within the department suites will be supported and maintained by the CEHS Technology Services staff. However, it will be the department's responsibility to contact the CEHS Technology Services office when additional toner needs to be purchased. As stated earlier, the **ONLY** toner that is to be purchased should be manufactured by the printer vendor (Hewlett Packard). *Third party toner cartridges* should not be purchased or inserted into any HP printer at any time. Doing so will result in printer malfunction and could violate any service warranty agreements. Also, under no circumstances will a CEHS Technology Services employee insert a *third party toner cartridge* into a printer that is maintained by CEHS Technology Services.

Only department chairs, administrators, and secretaries have access to these printers. If a print job is between 50 – 100 pages, that job may be given to the department chair, administrator, or secretary to print on your behalf. All other print jobs larger than 100 pages must be sent out to Studio 42.

Please contact the CEHS Technology Services staff at extension 4457 if you have any additional questions or require technical support.