

## **Print/Copy/Paperless Policy**

### **Xerox Multifunctional Printers/Program approved Printers**

#### **Purpose**

Drake University strives to provide effective, quality print, copy, fax and scan services to meet the needs of students, faculty and staff at the most reasonable cost, while contributing to the University's sustainability goals. To that end, the University has adopted a comprehensive print management program. This policy sets forth guidelines for the print management program as adopted by the University Print/Copy/Paperless (PCP) Committee.

#### **Scope**

This policy applies to all Drake University Faculty, Staff, and Students.

#### **Equipment**

New equipment placement has been determined by Xerox with PCP Committee members input based upon departmental needs and volume requirements. Print program equipment includes leased black/white and/or color enabled Xerox MFP's and Drake owned program approved printers.

#### **Supply Management**

##### **Superusers:**

Each MFP and program approved printer location will have a designated and alternate Superuser. The list of Superusers and alternates will be maintained by the Purchasing Director and updated as changes occur throughout the year. Superusers will have the following responsibilities:

- Training on machine use for new departmental users
- Order Paper from Office Max and fill MFP's and program approved printers (all users may fill paper trays)
- Order Toner from Office Max for program approved printers as needed
- Replace Toner cartridges for both Xerox and program approved printers
- Aid end user in removing paper jams if necessary

##### **Toner:**

Xerox will provide toner required for Xerox MFP devices. Xerox technology will detect low toner and automatically order toner for delivery to the Superuser as needed at no charge to the department.

Xerox technology will detect low toner levels for program approved printers and alert the Superuser to order new toner. Superuser will order approved toner from Office Max, at no charge to department, using the Drake's Sustainable Print Program Shopping List. Cost of toner is included in the per impression pricing stated below.

Toner for printers which are slated to be phased out is to be ordered by the Superuser and charged to the individual user department until the phase out date. See below for phase out schedule.

##### **Recycling Toner Cartridges:**

All used printer toner cartridges, Xerox or otherwise, are to be sent to Drake Postal Operations through regular campus mail pick up. **Alternate toner recycling vendors are not to be used.** Place the used cartridge in the box which contained the new cartridge. Write the word "USED" clearly on the box. Place it in the same area as your outgoing campus mail. The cartridges will be collected from Drake Postal Operations on a regular basis by Office Max for recycling or appropriate disposal.

**Paper:**

Program approved paper should be ordered exclusively from Office Max through the on-line ordering system using Drake's Sustainable Print Program Shopping List. Program approved paper includes White 30% Post Consumer Waste FSC Certified, letter, legal and ledger sizes, as well as a designated pastel copy paper selection. The program approved paper costs are incorporated into the per impression charges listed below. All other paper should be ordered separately and charged to your departmental office supply budget. Examples of paper excluded from the program are bright colors, index, cover, letterhead, envelopes, and other specialty papers.

**Staples:**

Staples for the Xerox MFP's will be ordered by the user departments at no additional cost.

**Repairs**

**Program Approved MFP's and Printers**

Users are expected to clear their own paper jams as needed. If the machine is not working after the paper jam has been cleared, the user or Superuser should call the Xerox Help Desk phone number. Labels with the Xerox Help Desk phone number and machine identification number will be visible on each program approved machine. It is important that neither employees nor students attempt to repair the machines beyond normal paper jam issues. As a matter of courtesy, if the machine is in disrepair, please indicate such by placing a communication on the machine stating the time that the repair call was made and your name as the caller. Xerox will deploy a service technician for both the Xerox MFP's and program approved printers.

**Planned Phase-Out of Printers**

All non-Xerox MFD's and non program approved printers will eventually be phased out. Printers to be phased out will not be repaired or replaced using Drake Funds, personnel or technology. See below for phase out schedule. Printers scheduled for phase out include all non-networked desktop printers.

**Phase-out of Individual Desktop Printers**

Effective immediately	<ul style="list-style-type: none"> <li>No new printers can be purchased; No support or repair service will be provided for printers scheduled to be phased out</li> </ul>
Nov. 2011-May 2012	<ul style="list-style-type: none"> <li>No supplies can be purchased with Drake funds (including paper)</li> </ul>
June 2012	<ul style="list-style-type: none"> <li>All non program approved and desktop printers originally purchased with Drake funds must be eliminated from use at Drake. They will be disposed of via a web based on-line auction coordinated by Business and Finance or sent to e-waste as appropriate.</li> </ul>

**Pricing for Xerox Multifunctional Devices and Program Approved Printers**

	<i>Price per impression</i>
Single-sided B&W	0.05
Default duplex B&W	0.04
Color	0.25
Scan	no charge
Fax-Outgoing	actual cost of call charged by Telecommunications

Fax-Incoming	0.05
Visitor B&W	0.10
Visitor Color	0.50

Per impression pricing includes cost of equipment, repairs and maintenance, energy, and all supplies, including program approved paper.

**Chargeback/Usage Reports**

Printing usage and chargeback reports will be available to Budget Managers via the print software. Training will be provided. Budget Managers shall be responsible for planning and managing funds in their budgets to cover the print and copy costs of their units based upon usage reports.

**Moves, Adds, Changes**

All purchases/leases of copiers, printers (including plotters), fax machines, and scanners will be handled by request through the Director of Purchasing. **Individuals and departments are not permitted to purchase or lease these devices.**

Requests should be submitted to the Director of Purchasing via e-mail. They will be reviewed for approval quarterly or as urgent need arises by an internal committee led by the Director of Purchasing. The Director of Purchasing will be required to sign off on all machine moves, additions and changes before Xerox is authorized to proceed.

**Defaults and other Sustainable Print Practices**

Employees are encouraged to scan and store documents electronically on university supported document servers and make accessible to all appropriate departmental users rather than on individual computers.

The default setting for all program approved printers will be double sided (duplex). Employees are encouraged to reduce margin defaults for printed documents to further reduce paper usage. Employees are also encouraged to use Century Gothic or Eco font to reduce toner usage.

Faculty members are encouraged to eliminate paper course packets and substitute digital formats (e.g. flash drives, blackboard, e-storage, e-reserves).

Faculty members are also encouraged to consider electronic vs. paper submission for various class assignments as feasible.

**Guest Printing**

Visitors and guests will have access to printing in Cowles Library and the Law Library with a debit or credit card. Billing by individual departments is not permitted.

**Student User Policy (effective fall semester 2011)**

Full Time Students Per Semester (no carry over provision)	FT students will have \$20 loaded onto their ID card (approx. 500 black/white duplexed copies)
Part Time Students	Follow Guest Printing Procedures