

## Document History

<b>Date</b>	<b>Activity</b>	<b>Organization</b>
August 22, 2012	Issued as interim guideline, effective immediately.	Administration- Information Technology
March 21, 2014	Published Guidelines to the website	Office of Technology

# Print Guidelines

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**REVISED: March 20, 2014**

**SUBJ: Print Standards & Guidelines**

## **1. RATIONALE FOR GUIDELINES**

These guidelines will assist University departments and employees when assessing the print and copy options within academic and administrative units, with a view of providing the most cost effective, reliable and environmentally sound print, scan, fax and copy solution. The range of options and scenarios presented in the guidelines acknowledges the need for single prints, multiple prints of varying quantities and the use of appropriate devices.

The Guidelines support the objectives of:

- Improving environmental performance
- Reduce consumable waste such as ink and toner cartridges, transfer kits and imaging drums thus effectively reducing the total cost of printer ownership.
- Improved cost control and cost savings
- Efficient printing with associated time savings
- Secure printing
- Provision of a better service including quality output
- Setting the infrastructure foundation to meet future needs for document management
- Increasing the print volumes of the Bloomsburg University print center by driving appropriate print jobs to the production machines in the center.

## **2. BACKGROUND INFORMATION**

Printing is an essential function of the University, yet historically it has not been closely governed and has led to unnecessary costs. There has been a dramatic increase in printing over the past few years and an associated concern about how much of it is wasted. Desktop printers constitute one of the most expensive document output processes that the University currently has and are yet often the least considered purchase. It is part of the overall strategic direction of Bloomsburg University to reduce the total number of desktop printers, scanners and fax units in operation. While it is impossible for any organization to completely rule out the use of such devices, Bloomsburg University will make the continued operations and acquisition of such devices the exception.

In July of 2012 we completed a managed print assessment as an opportunity to improve efficiencies, focus on sustainability, and contribute to the reduction of expenses. In sum, the findings identified a fragmented infrastructure and approach to equipping end users for printing, copying, scanning, and faxing. In most cases, individual departments make buying decisions for printers and fax machines.

Our rapidly growing, unmanaged fleet of assets results in:

Lack of clear data: quantity, location, costs, utilization.

Redundant technologies and excess capacities.

No central point of ownership, strategy and management

Multiple initiatives to implement new technology.

Overlap in business & support functions.

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Increased demand on IT support infrastructure.

Potential end-user & productivity issues.

Sustainability opportunities surrounding increasing use of paper and consumables.

## 3. GOVERNING PRINCIPLES

### A. Utilization/Practices

1. We communicate electronically, and print only when necessary.
2. We print to the optimal devices in accordance with print metrics and policies.
  - As part of the metrics, we will send items to the print center where appropriate
3. We will simplify output processes by leveraging technology to realize productivity gains through workflow and print process automation.
4. We will focus on reengineering paper intensive processes to facilitate the electronic movement of information through our environment.
5. Workflow solutions should be simple for our users to utilize, and stable to support.

### B. Deployment and Configuration

1. All print devices will be shared resources on the network.
2. Print resources will be standardized across the managed fleet.
3. Duplex printing will be our standard device default setting.
4. Black and White will be the standard setting on all print jobs. The use of color in printing will be a defined option with limited color enabled print devices per building /per floor.
5. Where multiple input trays are being used for special stocks in current state, this configuration must also be available in the rationalized state and within the distance parameters.

### C. Security and Confidentiality

1. Devices will support confidential printing by utilizing a secure release functionality.
2. All devices will have hard drive surrender options enabled at the end of the asset life for destruction.
3. User authentication will be an option that Bloomsburg University will enable.

### D. Device Placement Principles

1. End-users should not have to use stairs to access their primary printer.

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2. Employees with medical related issues may be entitled to an individual printer. This would be subject to confirmation by Accommodative Services and Human Resources.
3. The preferred user to device distance for a primary output device should be approximately 60 radial feet where facility layout permits.
4. Providing standard capabilities and placement is intended to minimize device moves required in response to individuals' moves.
5. Color will be produced on laser devices, which will be centrally located in each building/work area.

Note: Specific business process requirements or end-user accessibility considerations may necessitate exceptions to these guidelines.

## E. Suggested Principles and Target Employee to Device Ratios:

1. Mono Letter Printing: Target Ratio 15 to 1
2. Color Printing: Target Ratio 30 to 1
3. Large Run or Specialty Printing: Impacted users will be trained on the Bloomsburg University web to print solution to order from the print center as well as filter all production work through the center.

## 4. GUIDELINE

### 1. Purchase of Desktop Printing Equipment, Scanners and Faxes

Bloomsburg University will no longer provide individual desktop printers of any type unless it can be proven to be critical\* to the academic or business needs of the University. In the event of any dispute the final decision will be made by the Vice President of the respective area. Additionally, no University funds will be used to purchase any supplies for equipment that is not supported by these print guidelines.

\* To prove that a desktop / personal device is critical to the needs of the University a written request must be made to the Vice President of the respective area including identification of the following:

- 1.the vital function that without which The University / department / employee could not operate
- 2.the critical business function that could be interrupted
- 3.details of any serious financial, legal or other damages or penalties the University could suffer
- 4.details of any specific specialized requirements not available from the MFD fleet

### B. Faculty and Staff Printing, Copying and Scanning

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1. All faculty and staff members will be connected to the network and the “Follow Me” printing system will be able to receive their work from any suitable MFD or printer. Each MFD device where requested and scoped will have the additional functionality to fax and scan.
2. The MFD’s (and other Print & Copy Services devices) will be set to provide double sided printing, black and white printing and follow-me, secure release rather than auto print on submission.
3. Success of the print strategy depends upon staff understanding and recognizing that it is not cost effective for them to be carrying out time-consuming printing and photocopying jobs on local desktop / personal devices. Users will be encouraged to send their print to the most appropriate device via the follow me print system. All users are encouraged to make full use of the Print and Copy Services facilities.
4. All MFD devices shall in due course be connected to the University’s network as shared resources available to most users.
5. All printing at the MFD devices will be “follow – me” secure release, in order to ensure confidentiality.
6. Only MFD and printer devices contracted through the University IT and Procurement teams will be supported by The University.

### **Related Guideline Information:**

According to Bloomsburg University of Pennsylvania Purchasing Card Procedures; Section E. 10., Use of Purchasing Card-.....”items which may not be purchased with the purchasing card include: Desktop and laptop computers and printers.”

Per copy usage cost to cover the ongoing recurrent costs of operating the MFP will be covered by a maintenance agreement. Cost includes service and toner.