

SUPERINTENDENT'S REGULATION 8336-R

Print Management


Approved upon Superintendent's initials

11/8/13
Date

I. OBJECTIVE

To provide guidelines for the effective use and management of the Rochester City School District printing and copying resources.

II. DEFINITIONS

- A. **Simplex** – Pages will be printed on only one side
- B. **Duplex** – Pages will be printed on both sides
- C. **MFD** – A Multifunctional device which is capable of printing, copying, scanning, faxing, etc.

III. PROCEDURES

A. General

1. All local connected printers and Inkjet printers will be removed with volume centralized to networked devices. 100% of the devices must be networked.
2. All IP directed printing is to be converted to print through a print server to enable PaperCut auditing.
3. Small printers intended for single users are to be phased out where possible in favor of community printers. For example, several individuals with single user printers in close proximity to each other, will have their single user printers replaced with a community printer
4. 100% of all supported devices must be laser technology. Specialty printers using other technology will be approved on a case by case basis.
5. A list of authorized printers are available in PeopleSoft under favorites
6. Printers will be purchased with local funds only.
7. Our goal will be to move at least 80% of the print volume to the lower cost MFD's and 20% of our print volume on the remaining laser printers.

B. Printer Location

1. Printers are to be installed in common access area and shared with all employees in the area.
2. MFD's will be strategically placed where there is high laser printer volume.
3. Printers and copiers are building assets and are not to be moved without the prior coordination of IM&T. Once approved, printers are to be moved only by IM&T.

4. Requests to move a printer will be evaluated based on proximity of existing printers at the requested location as well as the impact to all existing users if the printer is moved. If additional print or copy capability is needed at a new location, IM&T will conduct an evaluation to determine the optimal solution.
5. People moving to a new location should not expect to move printers or copiers with them. IM&T will determine if additional print capability is required to support the people at their new location.

C. Printer Installation Requests

1. Request for a printer installation is to be made to the IM&T Help Desk
2. Criteria used to evaluate all printer requests:
 - a) Requester's (or primary user's) proximity to existing printers,
 - b) Expected volume, i.e. pages per month
 - c) Expected color volume.
 - d) Capacity of existing printers to handle expected volume
3. Replacement printer if existing printers in reasonable proximity cannot handle the expected capacity
4. IM&T will periodically evaluate the placement of existing printers with the possibility of
 - a) Redistributing existing printer to more effectively handle printing needs,
 - b) Install an additional community printer,
 - c) Replacing an existing printer with a larger printer due to increased need
5. Printer requests for a single user printer will only be approved for:
 - a) Principals, and equivalents,
 - b) Nurse's offices,
 - c) Anyone more than a reasonable distance from an existing printer

D. Print Shop

1. For documents requiring a large number of copies (greater than 100 pages), contact the Print Shop. Printing large numbers of documents or large documents in the production facility costs less than printing within your department.
2. Direct Print to the Print Shop is intended for curriculum material and should be used for printing more than 100 pages. If you need fewer than 100 total pages in a single print job, we recommend you print them on a printer in your building.

a) Direct Print jobs must have return instructions entered in the "Notes" tab under the "Printing Preferences" for the Print Shop printer (S100PrintShop-01). Without those instructions delivery of the printed material is not guaranteed.

b) Direct Print job parameters are:

- (1) Black & white only
- (2) 8.5 x 11 inch plain white paper
- (3) Jobs will default to Duplex (two-side)
- (4) Stapling is the only finishing available

- 3. Access to Direct Print is controlled by department code assignment.
- 4. Instead of copying curriculum, consider scanning the material to a PDF and then use Direct Print.

E. Cost Reduction Practices

- 1. All devices will default to print in black and white.
- 2. All output devices should be programmed to print duplex (two-side) by default. Employees will have the ability to override the default if necessary.
- 3. Emails should be printed only if absolutely necessary.
- 4. Where applicable, the use of fax machines will be minimized. Instead, documents should be scanned and emailed, when possible. Faxing is more expensive than printing. There is no cost to scan a document.
- 5. Hard copy documents should be converted into electronic documents by scanning them. Not only do you save the cost of printing, but if you are mailing the documents, you can use your email instead of spending postage.
- 6. When designing PowerPoint presentations, use white backgrounds rather than dark ones. Dark backgrounds require significantly more ink.
- 7. Labels will be placed on all printer/output devices for service and supplies. These supplies will now be provided by our Managed Printer Services vendor.