

OFFICE OF INFORMATION TECHNOLOGY

Policies and Procedures Manual

4.8. Printer Deployment Policy

4.8.1. Approval and Adoption

- 4.8.1.1. Approved by the Chief Information Officer and Executive Vice President and adopted effective 9/15/2003.
- 4.8.1.2. Changes made to revise policy on workgroup-level color laser printer acquisition due to drop in prices for purchase and support. Approved by the Chief Information Officer and Executive Vice President and adopted effective 5/4/2006

Signature/Title/Date:

4.8.2. Purpose

- 4.8.2.1. To provide cost-effective and cost-efficient deployment of printers that maximizes use and reduces ongoing maintenance and replacement costs while providing an appropriate level of printing capability to the users.

4.8.3. Policy

- 4.8.3.1. The Office of Information Technology is responsible for funding the purchase, maintenance, and replacement of workgroup Laser printers (networked printers used by more than one individual).
- 4.8.3.2. Departments are responsible for funding the purchase and replacement of personal laser printers and inkjet printers (printers used by a single individual). OIT will provide standard maintenance for the inkjet printers.
- 4.8.3.3. Departments are responsible for all inkjet and laser printer cartridge costs.
- 4.8.3.4. High-end color laser printers for super workgroups (10 or more people OR heavy, institution-wide printing responsibilities) may not be purchased and deployed without express written permission of the Executive Vice President.
- 4.8.3.5. Exceptions to these policies can only be made with the written permission of the Executive Vice President.

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4.8.4. Procedure

4.8.4.1. Printers deployed for use by a single individual will be either Inkjet or Personal Laser printers:

4.8.4.1.1. Inkjet printers deployed for use by a single individual will be sized (at the department's discretion) in the mid monthly duty-cycle range (500-999 pages) or the high monthly duty-cycle range (1,000-9,999 pages).

4.8.4.1.2. Laser printers deployed for use by a single individual will be Personal Laser printers sized in the low monthly duty-cycle range (4,999-9,999 pages).

4.8.4.2. Printers deployed for use by multiple individuals in a networked environment will be sized as follows:

4.8.4.2.1. Black and white printers:

4.8.4.2.1.1. Black and white laser printers deployed for small workgroups (2-3 people) will be sized in the high monthly duty-cycle range of Personal LaserJet printers (10,000-19,999 pages).

4.8.4.2.1.2. Black and white laser printers deployed for workgroups (4-9 people) will be sized in the low monthly duty-cycle range of Workgroup LaserJet printers (50,000-99,999 pages).

4.8.4.2.1.3. Black and white laser printers deployed for large workgroups (10 or more people) will be sized in the mid monthly duty-cycle range of Workgroup LaserJet printers (100,000-199,999 pages).

4.8.4.2.1.4. Black and white laser printers deployed for super workgroups (10 or more people OR heavy, institution-wide printing responsibilities) will be sized in the high monthly duty-cycle range of Workgroup LaserJet printers (100,000-199,999 pages with upgraded capability).

4.8.4.2.2. Color printers:

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- 4.8.4.2.2.1. Color printers deployed for small workgroups (2-3 people) will be sized in the mid monthly duty-cycle range of Personal Inkjet printers (1,000-9,999 pages).
- 4.8.4.2.2.2. Color printers deployed for workgroups (4-9 people) will be sized in the high monthly duty-cycle range of Personal Inkjet or laser printers (10,000-49,999 pages).
- 4.8.4.2.2.3. Color laser printers deployed for super workgroups (10 or more people OR heavy, institution-wide printing responsibilities) will be sized in the high monthly duty-cycle range of Workgroup color LaserJet printers (50,000-99,999 pages with upgraded capability).