
Printer Policy

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Scope

This document sets forth the University's policy with regard to management of the Cost per Copy Program (CPC Program) and the purchase and installation of desktop printers for business purposes, currently excludes student kiosk printing.

Policy Statement

- I. Employee Printing
 - a. Local printers and Networked printers deemed non-serviceable will no longer be purchased or supported by the institution.
 - b. All printers purchased with University Funds and University Managed Funds will be placed on the university's network and serviceable by the Managed Print Services (MPS) supplier.
 - c. All faculty and staff will connect to the nearest available networked printer or MFP as designated through collaboration between the respective department head and ITS/Procurement.
 - d. Multifunctional Printers/Copiers (MFP's) will be on either UNK's CPC or MPS Program.
- II. Printing Configuration
 - a. All printers purchased with University Funds and University Managed Funds will be able to be placed on the university network and will be a minimum of duplex monochrome (black and white) type.
 - b. All printers (where possible) will be set to duplex by default.

- c. All color printers will be set to black and white by default. Where color is required, users can choose to print in color, but color printing should not be the default setting.
 - d. MFP's on the MPS program may be card reader enabled for secure printing in work-groups.
 - e. University ID Cards may be used for device level authentication for secure release of print jobs anywhere on campus that a CPC device is located.
 - f. Printing directly to a USB device will not be permitted.
- III. Scanning
- a. Multifunctional devices will be configured to scan to email or scan to University supported cloud storage. Employees should utilize these scanners to scan a PDF file format.
- IV. Department's may require additional approvals which are more restrictive than the University policy.

Reason for Policy

Printer, copier, and fax devices have significant environmental, security, ITS support and cost impacts to the university. Management of dozens of differing devices, and expenditures for unneeded inventory is wasteful. The goal is to develop a better end-user experience, while maximizing printing efficiencies to reduce security risks and reduce waste. When feasible, employees should keep digital copies of files and reduce printing as much as possible.

Procedures

- I. IMPLEMENTATION (Procurement/ITS - shared responsibility)
- a. DISCOVER AND ANALYZE: begin by examining organizations/departments current practices, including evaluating volume, usage patterns, and print sources.
 - b. DESIGN: create a plan based on specific requirements, one that builds an optimal device mix and recommends improvements for business processes.
 - c. DEPLOY AND TRANSITION: begin implementing newly designed print environment and teach users best practices.
 - d. SUPPORT AND MANAGE: monitor and manage print equipment to maximize uptime and return on investment.
 - e. EVALUATE AND REVIEW: continually evaluate print environment to increase efficiency and optimize results.
- II. Hardware
- a. MPS hardware is purchased by the department – contact UNK Procurement & Payment Services for current approved devices and respective pricing.
 - b. CPC hardware is provided by the supplier.
- III. Toner Fulfillment- ALL CONSUMABLES ARE INCLUDED. Toner fulfillment will be handled through an auto replenishment process for all devices enrolled in the MPS or CPC program. Consumables will be automatically ordered via online tracking to ensure that every department has the optimal amount of consumables on-hand, based upon consumption/print volume history. *NO SUPPLIES SHOULD BE PURCHASED OUTSIDE THE CPC OR MPS PROGRAMS FOR ANY DEVICES UNDER CONTRACT.*

- IV. Equipment Service: Routine preventative maintenance is included for all devices deemed serviceable in the CPC and MPS Programs. This includes all parts and labor for devices covered under the contracts. An on-site UN Account Representative will be available for training. Level 1 Triage and other service requirements will be handled by Factory Trained and Certified Service Technicians dedicated to the performance uptimes required by the UN Contracts.
- V. Network Devices (How To) and Security - *Contact your designated ITS representative.*

<http://www.unk.edu/offices/its/>: Guidelines & Policies - Multifunctional Devices on the Network

Many of the printers/copiers on campus support Secure Print which allows for setting a release code for a printed document. The document is held at the printer until the release code is entered, at which time the document prints. This allows for confidential documents to be printed securely in a shared workspace. Printers which enable a card device to authenticate will operate in a similar manner.

Definitions

- I. Local Printer: a printer that is connected directly to a computer workstation via cabled or wireless connection.
- II. Network Printer (Non-Serviceable): A printer connected to the network and set-up by Information Technology Services not on the MPS program.
- III. Cost per Copy Program: contracted service for MFP copiers that provides service (labor and parts) and toner for devices; end user is charged for copies made on a per copy basis.
- IV. Multifunctional Printer/Copier (MFP): networked printer/copier device that includes multiple functions in addition to printing, such as copying and scanning; devices will be managed under the Cost per Copy Program or the MPS Program (desktop models).
- V. Managed Print Services Device (MPS): networked single-function laser printer or a desktop MFP device managed through the MPS program; a number of devices are determined to be serviceable under this program; however, there are some devices that are non-serviceable.
- VI. Consumables: including but not limited to drums, transfer kits, pickup rollers, fuser units, and toner; paper is excluded.
- VII. University Funds: funds derived from tuition, fees, state appropriations, revolving and auxiliary accounts.
- VIII. University Managed Funds: funds which include dollars accepted from sources external to the University; these include gifts not channeled through the University of Nebraska Foundation as well as foreign, Federal, state, local and industry grants.

Responsibilities

- I. Academic/Administrative Department
 - a. Local Printer: department is responsible for cost of toner and consumables until the device no longer functions.
 - b. Network Printer: department is responsible for cost of toner and consumables until the device no longer functions.
 - c. Cost per Copy Device: department is responsible for paper and proper electrical/IT connections.

- d. MPS Device: department is responsible for initial equipment cost, consumables, and a cost per copy. Toner is provided by the supplier.
 - i. It is the responsibility of the department making the purchase to ensure that funds are available for the cost of the hardware and that all equipment purchases conform to this policy. Replacement costs estimates or schedules should consider hardware replacements on a 5 to 6 year cycle and full replacement is the responsibility of the department.
- II. Procurement/ITS
 - a. Work with each department to conduct an analysis and provide recommendations.
 - b. Provide equipment approval and recommendations based on use.
 - c. Procurement will oversee ordering and billing of equipment.

Policy Exclusions

The following are exceptions where a local printer may be supplied. Exceptions must be approved by Procurement, ITS, and Compliance (if applicable) e.g. for ADA accommodation.

- I. Employees may be entitled to an individual desktop printer if the Office of Compliance approves of an ADA accommodation.
- II. Local and Network Printers (Non-Serviceable) purchased prior to the effective date of this policy may be used until they no longer function.
- III. Specialty printers that are unable to be provided through the Cost per Copy program. e.g. 3D Printer, Legacy Printers (required to print from particular device, i.e. mainframe) and wide format printers/plotters.
- IV. If a device is under a current lease outside the CPC or MPS programs it will be replaced once the current lease term expires.

History

No prior policies regarding purchase of printer or Managed Print Programs.

Reviewed on 3/1/2023