

# IVC Printer Placement Guidelines

## For offices that do not open to a common area:

For individual offices that are located on the perimeter of our existing buildings and do not open to a common shared area, the staff member in the office will have the option for a low-volume black and white printer to be placed in the office to be used for occasional printing (100 pages/month or less).

To help maintain the desired low printing volume on these devices print management software will be used to help our users print to the more efficient larger devices.

Larger print jobs should be sent to:

- The Department's designated large copier (IT will setup your computer so that the department copier is added as an additional printing option you can select...in this situation your department secretary can be informed about the print job and hold onto it for you in the office).
- Reprographics with at least 24 hours lead time (your job can be held for pickup)

Examples:

- The offices on the perimeter of the 1700 Building that just open to the outside

## For offices that do not have clerical support in the area:

If the office does not open to a common area, then the same guidelines already mentioned above apply.

If the office does open to a common area, then a low or mid-volume black and white office printer can be placed in the common area for the use of the staff, in lieu of adding a printer individually in each office.

Examples include:

- The offices in the 1600 Building
- Certain offices in the 300 Building (e.g. RM 314)

## For high volume in a critical business area:

Certain areas on campus have a high volume requirement due to the specific business function being performed.

In these cases, since so many students are being served, and the constant retrieval of print jobs would be a detriment to their ability to serve students effectively, a fast high volume printer will be considered.

## Color Printing Needs:

Very few areas on campus require color printing.

Using data collected over a 3 year period (from about April 2012 to May 2015) we can see that 90% of the colleges printing needs are handled by black and white printers, with only about 10% being handled by color printers.

For this reason, color printers will generally be strategically placed to provide a nearby color option for the majority of staff where possible.

For staff that have a specific job function that requires a lot of color printing, a color printer will be considered for their location.

## Confidential Printing Needs:

A few areas on campus have the need for confidential printing.

In these situations we have two available options:

- Secure Print Release – This option would allow a confidential print job to be sent to a common printer and then released manually at the device (that way you can be there when it prints out and grab it immediately)
- Installing a printer in the office that has the confidential printing requirement

Historically, we've chosen the second option but the first option is how printing is typically handled for students right now in the Library (they send a print job, and then they have to go up to the device they want it to come out on and release it).

## Banner Printing:

Every common area on campus should have access to at least one printer that is capable of printing from Banner.

Banner is somewhat special in this case because it actually has two types of printing options:

- One option where you choose a printer from your local list of installed printers (this is essentially the same as if you were going to print from Microsoft Word).
- A second option where you have to specify the name of a Banner Printer.

You should not have an issue with the first option.

We are primarily talking about the second option in this case because it is different and you can only choose from the list of printers that have been setup in Banner by the Application Services staff and the printer has to be compatible with printing directly from Banner (these are generally the printers selected when printing a Purchase Order, for example).

## General Printer Functions Covered by IT:

The following will be provided by IT:

- Replacement toner cartridges
- Installation of the printer and printer driver software
- Perform or arrange for preventative and regular maintenance
- Troubleshoot basic problems

For those copiers/printers that are being leased, the IT department will do basic troubleshooting and will work with the leasing company on replacing toner. If the problem is beyond the ability of the technician they will open a ticket with vendor.

## Copiers:

So far we've been primarily discussing regular printers and printing needs on campus.

Additionally though, each large department on campus or division will have a copier available that can handle a high volume workload and can print 50 pages (or more) per minute.

## Additional Considerations:

- Installing printers in certain common areas might require additional network and/or power drops and furniture for the printers to be placed on.