

Title: PRINTER POLICY

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- Last Revised:
 - Policy: 5/30/2024 (New)
 - Procedure: 5/30/2024 (New)
- Last Reviewed:
- Effective: July 1, 2024
- Next Review: July 1, 2027
- Responsibility: Division of Information Technology Services

Policy

Cecil College employees will use the College’s fleet of leased multi-function networked devices that offer shared printing, scanning, and copying.

The purpose of this policy is to facilitate the efficient, cost-effective use of printing and copying assets by:

- Reducing the cost of consumables and energy by using more efficient printing devices.
- Ensuring utilization of the College’s leased multi-function networked printer fleet whenever possible.
- Supporting green initiatives by reducing the number of printing devices.
- Providing a secure printing environment.

This policy applies to all employees using printing facilities provided or funded by the College.

This policy does not include the Duplication Center, standalone special-purpose scanners, or special printing devices such as plotters, check printers, classroom/lab printers and other devices which require non-standard supplies and servicing.

Procedures

Each employee’s computer will be mapped to at least one leased multi-function networked device located close to the employee’s office.

When printing documents containing personally identifiable information or other confidential information, employees shall use the secure print option available in the leased multi-function networked device menu.

A leased multi-function networked color printer will be available at each campus. Vice President approval is required to map an employee computer to the networked color printer.

Employees may also choose to submit print and copy jobs to the Cecil College Duplication Center by emailing duplication@cecil.edu.

Current desktop printers will no longer be supported by the College but may continue to be used until repair or replacement parts, such as toner/ink are required. To maximize savings maintenance, purchases of toner, or ink for these “non-supported” desktop printers will no longer be approved.

The procurement office shall oversee the leased multi-function networked device fleet.

Requests for maintenance or repair of a leased multi-function networked device can be submitted directly to the vendor or to the Information Technology Services help desk.

The President may make exceptions to this policy by approving an individual desktop printer. Employees can initiate an exception request through Human Resources or their Vice President.

All individual desktop printers will be of a brand and type specified by the Information Technology Services division and must be purchased according to established procurement procedures as managed by the procurement office.