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10 Introduction

The purpose of this policy is to implement processes that create operational efficiencies while also strengthening campus sustainability practices. Both of these are important elements of the college’s strategic plan. The outcome will support document print, copy, and scan initiatives that will save money and contribute to the realization of our environmental sustainability goals. The policy applies to all equipment irrespective of the sources of funding i.e. Tax Levy, Discretionary Funding Sources or grant applications via Research Foundation or gifts to the college.

Overview:

1) All College printers and copiers will be set to duplex printing by default, to the extent practicable;

2) The printed distribution of documents, paper mailings, and display presentations will be transitioned to electronic means, whenever possible; and

3) Personal printers and fax machines will be phased-out, except in specific situations. Personal printers will only be purchased when necessary to:
   - Accommodate a disability or physical hardship.
   - Address printing needs that require a specialized printer or format not available on any existing equipment within the college.

4) Confidential documents can be printed by utilizing an individualized passcode. Instructions on how to set up and use a passcode are detailed in section 8.0 below.

2.0 Rationale for the Policy

Printers, copiers and fax machines in academic settings have significant environmental and cost impacts with regard to the consumption of paper, toner and energy. This policy aims to comply with existing guidelines while ensuring convenience, confidentiality, contributing to sustainability goals, reducing costs, and maximizing IT security. Through this policy, Queens College seeks to optimize the procurement and management of printers, copiers, scanners and multifunction hardware and software used by the campus community.

3.0 Who does the policy apply to?

All members of the Queens College community, inclusive of students, faculty, staff and administration.

4.0 Website address for this policy and related material

Hardware Standards:

IT Security: cuny.security.edu

Related University Policies

Retention: http://policy.cuny.edu/records_retention_schedule/#Navigation_Location

Copyright: http://guides.cuny.edu/cunyfairuse/faculty
## 5.0 Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Questions Printer/Multifunction Technical Questions</td>
<td>Sergio Cruz</td>
<td>X5959</td>
<td><a href="mailto:Sergio.Cruz@qc.cuny.edu">Sergio.Cruz@qc.cuny.edu</a></td>
</tr>
<tr>
<td>Policy Questions, Printing Services, Office Device Procurement, Toner Replacement</td>
<td>Sunny Virk</td>
<td>X5760</td>
<td><a href="mailto:Surinder.virk@qc.cuny.edu">Surinder.virk@qc.cuny.edu</a></td>
</tr>
<tr>
<td>Policy Questions Reprographic Printing Services</td>
<td>William Najarro</td>
<td>X4484</td>
<td><a href="mailto:William_Najarro@qc.cuny.edu">William_Najarro@qc.cuny.edu</a></td>
</tr>
</tbody>
</table>
### 6.0 Definitions

The following definitions apply to the terms used in this policy.

<table>
<thead>
<tr>
<th>Energy Star</th>
<th>A federal guideline for office devices and other appliances to ensure that the device meets basic standards for energy efficiency and has the ability to power-down to a low Power or sleep mode after idling for a period of time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax or Facsimile Machine</td>
<td>Standalone Facsimile machines (FAX) are no longer supported within Queens College. Scan and email service will provide for the sending and receiving printed pages or images.</td>
</tr>
<tr>
<td>Multifunction Printer (MFP)</td>
<td>A machine that incorporates the functionality of multiple devices in one to provide centralized document management capabilities. MFPs may combine some or all of a printer, scanner, copier and fax machine. These machines are networked and placed in a central location to serve the needs of a department or work unit.</td>
</tr>
<tr>
<td>Network or Work Group Printer</td>
<td>A printer connected to a wired or wireless network. These devices typically are placed in a central location to serve a department or work unit. These devices can be managed through the network to optimize settings and to send an alert when maintenance is required. Document security requires the input of a pin number to release jobs containing sensitive information.</td>
</tr>
<tr>
<td>Personal Printer</td>
<td>A stand-alone or desktop printer that is connected to a single computer and primarily used for printing by an individual. This configuration will be phased out except in cases where an accommodation is approved.</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Printer/Copier</td>
<td>Office machines that print and/or make copies of printed similar to multifunction machines</td>
</tr>
<tr>
<td>Print Management</td>
<td>Print management tools streamline the ability to measure, monitor and manage print device performance. Efficiencies can include lower costs, enhanced security of printed information and reduced waste.</td>
</tr>
</tbody>
</table>

Sources: CUNY- Queens College
7.0 Responsibilities

General:
The AVP of the Office of Information Technology (OIT) is responsible for establishing standards for print, copy, scanning and related services in accordance with New York State and CUNY guidelines and the intent of this policy.

The Vice President for Finance & Administration (VPFA) and the QC Procurement Director are responsible for oversight of the procurement of all print, copy, fax and related devices described in this policy. The VPFA and AVP for Campus Facilities are also responsible for overseeing and advancing the College’s sustainability policies and practices.

Vice Presidents, Deans and Department Chairs are responsible for reviewing this policy and ensuring that their respective areas are in compliance. Faculty members are requested to accept duplex printing, as appropriate, when hard copies of student papers and presentations are required.

All students and employees who use campus print, copy, scan or fax devices should read and comply with this policy and related procedures. This policy will be distributed to current employees by email and posted on the QC Information Technology website. Staff without access to computers may request the policy from department heads. New employees will receive this policy from Human Resources during the annual orientation process.

We remind the campus community that all users with access to University information available in Queens College or CUNY files and systems, whether in computerized or printed form, are continually responsible for maintaining the integrity, accuracy, and privacy of this information. As such, policy compliance with regard to printing documents with personally identifiable information must be adhered to (security.cuny.edu)

The AVP for OIT and VPFA are responsible for implementing and monitoring this policy.

8.0 Procedures

Introduction
This section outline measures that have been started or will be implemented, budget-permitting, to reduce or eliminate unnecessary printing:

1. **Duplex Printing:** Duplex printing will be established as the default setting on all College copiers and printers, wherever possible. Certain existing printers do not support duplex printing; however all new procurements shall support duplex and managed print settings.

2. **Network Printing:** OIT and VPFA will ensure that multifunction printers are networked, and support duplex printing and network management tools. Standard printers on NYS contract will be posted on the QC OIT web page.
3. **Phase out the Use of Personal Printers**: Exceptions to the purchase of personal printers are described in Section 1.0 above. Deans or Vice Presidents will document requests made to purchase personal printers within their areas of responsibility. These requests will be submitted to the AVP for OIT and to the VPFA.

4. **Printing of Confidential Documents on Networked Printers**: Queens College has adopted a standard secure print feature on all new multi-function machines to protect the confidentiality of documents. This feature requires the submission of a pin to release print jobs to the owner. For instructions on how to activate this feature please contact the Help Desk.

5. **Phase out the Use of Dedicated Fax Machines**: The purchase of physical fax machines and associated analog phone lines is discontinued. Where needed on an exception basis, OIT will implement fax software, which facilitates faxing over the data network to and from a computer. Physical fax machines will be phased out and replaced by scan and email services.

6. **Use of Reconditioned/Recycled Cartridges**: Queens College has adopted a standard secure print feature on all new multi-function machines to protect the confidentiality of documents. This feature requires the submission of a pin to release print jobs to the owner. For instructions on how to activate this feature please contact the Help Desk.

7. **Print Shop Enhancements**: The Print Shop has printing capabilities that will be leveraged to enhance the College's efficiency and reduce costs. The Print Shop will be the first source considered by College departments and offices for printing stationery, business cards, post cards, brochures and other materials. The Print Shop and OIT Division provide software for the electronic submission of print jobs from the campus. The Print Shop will also use selected recycled paper as well as specialized card stock for college printing needs, including the printing of stationery and business cards.

8. **Reduce the Distribution and Mailing of Printed Documents**: The College will seek to increase the reports, brochures, memos and other documents that can be scanned or shared and distributed electronically rather than in printed form.

9. **Displaying Presentations on Screens**: Many of the College's classrooms and meeting rooms have audio-visual equipment that permit presentations and other material to be shared on a screen, reducing the need to print hard copies of documents and presentations. The use of Blackboard, as well as online classes and meetings, also enable documents to be shared without the need for printing.

10. **Document Confidentiality Maintenance**:

    Review Procedures
    Eighteen months following the implementation of this policy, the Vice President for Finance and Administration shall be responsible for reviewing the costs and benefits derived from this policy and modify the procedures outlined above, as required. As part of this review, input will be gathered from the relevant Senate and Student Leadership Committees before the revised play is submitted to the President for final review and approval.
9.0 **Effective Date**
This policy shall be effective on March 1, 2018.