



**Lehman College
City University of New York
Print Policy
Effective Date: July 2, 2012**

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1.0 Purpose and Scope

Lehman College supports environmentally responsible practices established by the City University of New York, the State and City of New York and the College Strategic Plan, *Achieving the Vision*. The purpose of this policy is to codify and add to existing document print, copy, fax and scan initiatives in order to reduce costs and maintain Lehman's leadership with regard to environmental sustainability goals.

In summary, this policy requires that:

- 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.
 - Print documents with confidential information that should not be sent to a shared, networked printer.
 - Address printing needs that require a specialized printer or format.

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, reducing costs, maximizing IT security and contributing to sustainability goals. Through this policy, Lehman College seeks to optimize the procurement and management of printers, copiers, scanners and fax hardware and software used by the campus community.

3.0 Who Should Read this Policy?

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

4.0 Website address for this policy and related material

Policy: <http://www.lehman.edu/IT/policies/printing>

Tips for Green Meetings: <http://www.dec.ny.gov/chemical/53418.html>

IT Security: <http://www.cuny.edu/about/administration/offices/CIS/security/npn.html>

5.0 Contacts

Subject	Contact	Telephone	Email Address
Policy Questions Printer/Fax/Scan Technical Questions	Vincent Sandella	x6718	Vincent.Sandella@lehman.cuny.edu
Policy Questions, Printing Services, Office Device Procurement, Toner Replacement	Sunny Virk	x8261	Svirk@lehman.cuny.edu

6.0 Definitions

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

Energy Star	A federal guideline for office device 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.
Fax or Facsimile Machine	A device that sends and receives printed pages or images by converting them to and from electronic signals.
Multifunction Printer (MFP)	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 typically networked and placed in a central location to serve the needs of a department or work unit.
Network or Work Group Printer	A printer connected to and discoverable on 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.
Personal Printer	A stand-alone or desktop printer that is connected to a single computer and primarily used for printing by an individual.
Printer/Copier	Office machines that print and/or make copies of printed or graphic matter.
Print Management	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.

7.0 Responsibilities

General:

The Vice President of Information Technology is responsible for establishing standards for print, copy, fax, scanning and related services in accordance with New York State and CUNY guidelines and the intent of this policy.

The Vice President for Administration and Finance is responsible for the procurement of all print, copy, fax and related devices described in this policy. The Vice President is 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 areas of responsibility 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 Lehman Information Technology website and Lehman Connect portal. Staff without access to computers will receive the policy from department heads. New employees will receive this policy from Human Resources during their orientation.

The campus community is reminded that all users with access to University information available in Lehman 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, extra care must be taken with regard to printing documents with personally identifiable information and such documents should not be faxed.

The IT and Administration and Finance Divisions 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:** The Information Technology and Administration and Finance Divisions will ensure, as feasible, that multifunction printers are networked, and support duplex printing and network management tools. Standard printers on NYS contract will be posted on the Lehman Connect portal.

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.
4. **Phase Out the Use of Dedicated Fax Machines:** The purchase of physical fax machines and associated analog phone lines will be discontinued. Where needed, IT will implement fax software, which facilitates faxing over the data network to and from a computer. Physical fax machines are permissible when network connectivity is not available.
5. **Implement the Use of Reconditioned/Recycled Cartridges:** A pilot program is being conducted by the Procurement Office to recycle toner cartridges and utilize reconditioned toner cartridges in existing stand-alone printers, where such alternatives are available. Networked printers under warranty will not be part of the initial pilot.
6. **Study Managed Printing Campus-Wide:** The IT Division will coordinate a pilot study to determine if efficiencies can be gained by extending print management solutions across the campus.
7. **Print Shop Enhancements:** The Print Shop has printing capabilities that should 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 will work with the IT Division to implement software for the electronic submission of print jobs from the campus. The Print Shop will also use selected recycled paper 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. The Lehman Connect portal will facilitate this goal.
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.

Review Procedures

Eighteen months following the implementation of this policy, the Vice President for Administration and Finance 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.

9.0 Effective Date

This policy shall be effective on July 2, 2012.

