

Dept. Vet. Medicine Printer Policy

Version 1.0.

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Guiding Principals

1. Reduce capital expenditure (CapEx).
2. Reduce overall cost of printing.
3. Align with environmental policies to reduce energy consumption.
4. Simplify printer options for users.
5. Provide appropriate printing facilities/devices.
6. Pragmatic and common-sense approach to printing in department.
7. Improve secure/confidential printing with card-release printing technology where appropriate.
8. Reduce overall pages printed by department where possible.
 - a. Only print pages when necessary
 - i. Share document(s) electronically as far as practicable.
 - ii. Does the document need to be printed?
 - b. Card-release technology implemented as appropriate.
 - c. Migration to new electronic based management systems, such as cloud-based practice management system (PMS) to reduce paper output within department.
9. Help improve health of print users, as they leave desk and go to a shared MFD to collect/release printing.
 - a. Chance to get away from monitor use.
 - b. Increased walk/stand time (for those who can) has known health benefits.

Policy

- Reduce overall number of individual printers in the department.
 - where possible/practicable
 - Ensure printing is within reasonable distance of user group(s)
 - Reduce energy consumption.
- Any new print devices should be for communal use, not on a one-to-one basis.
 - Any request for a one-to-one print device must have a compelling business case which must be submitted to, and be approved by, the Department Business & Operations Manager or Head of Department
- Consolidate multiple legacy printers onto fewer new rental MFDs (of appropriate size and spec),
 - Reduce capital expenditure.
 - Spend replaced with operational expenditure (OpEx) spread over financial year.
 - Reduce staff time spent ordering consumables for printers.
 - Rental MFD contracts include toner, parts, and servicing over the contract period.
 - New MFDs should be set to automatically order replacement toner, to save administrative staff time.
- Do not replace older print devices when they are broken/need a major part (like drum unit), especially if the device is discontinued by the manufacturer.
 - Replacement device will be rental MFD, if appropriate.

- If existing rental MFD is within reasonable distance, do not add another device, print to the existing rental MFD thus reducing overall number of print devices
- Printing available in each building that has offices.
 - avoid needing to go outside in inclement weather to get printing etc.
- Rental MFDs will be procured from the University framework agreement supplier and should include all toner, parts, and support.
 - min rental period of 3 years.
 - Additional features such as booklet printing, stapling considered on majority use case.
- Duplex print by default for all printers and MFDs
- Mono printing by default
 - Saves money.
 - Colour printing must be selected only when required.
- Energy saving mode following inactivity period of more than 30 mins.
 - Align with green policies to reduce energy consumption.
- Devices secured/hardened to remove unused/unnecessary protocols.
 - Reduce cyber security risks as much as possible.