

Printing Policy

In order for the University to meet its carbon reduction targets, as outlined in the [Carbon Management Plan](#), we are streamlining processes with efficiency and carbon in mind. To this end we are phasing out individual desk top printers and scanners and are replacing them with high energy-efficient, business-effective shared MFDs (Multifunctional Devices) which can scan, fax, print and photocopy from a single device.

University policy is to move towards MFDs. You will need a business case, authorised by the Chief Operating Officer, to justify having a desktop printer or scanner. Requests for desktop printers and scanners will be assessed on a case-by-case basis.

The Environmental benefits of MFDs

- Devices are often left switched on overnight, on weekends, and during holiday periods. Fewer devices mean lower energy costs, and it's much easier to turn off just one or two devices. MFDs go into power saving mode when inactive.
- All MFDs print duplex, saving paper and filing space.
- All MFDs offer draft and greyscale printing, saving toner.
- Printing can be controlled so jobs only release when the person printing has shown they are present at the printer (using a pin code or campus card). Unclaimed print jobs will be purged after a predetermined length of time in the print queue. These features reduce accidental or forgotten print jobs, saving paper, toner and energy.
- Producing electronic scans rather than photocopying reduces the use of paper, toner and electricity.

The Business benefits of MFDs

- MFDs can fax and photocopy, as well as print and scan – providing many functions in a single device.
- Scanning is much faster than typical flatbed scanners, and the output can be sent to your email address, or saved directly to a secure location.
- Printing is often much faster, and of a higher quality than typical desktop printers.
- MFDs offer secure printing; print jobs are only released through a pin code, or swipe of a campus card so confidential documents aren't left lying around.
- Printed material can be stapled, hole-punched, and folded by the machine.
- Less time and resources required by CIS supporting and maintaining lots of different models of scanners and printers
- Our contracts ensure the MFDs are maintained and toner kept topped up – reducing the frustration of printers running out of toner, and reducing time spent ordering.



**Every small step leads
to big change**

