Color Printing Policy

The use of color in business documents can be a significant help to the reader, when used appropriately. It is also important to control printing costs. Providing networked color printing resources allows all department staff to have access to this function; as well as better controlling the costs associated with color printing.

A. COLOR PRINTING AVAILABILITY:
Facilities computer users have access to 2 color printers that can be used by any department computer. These printers are connected on the network, and provide printing capability in a variety of paper sizes. Both printers are located in the Facilities addition, second floor Resource Room.

-- HP 1055 Color Plotter (used primarily for CAD plotting and other large-scale work)
-- HP 5500 Color LaserJet (paper sizes up to Tabloid, 11x17)

Each printer can output a wide range of color variation. The 5500 is high-speed, and can handle high-volume print jobs either single or double-sided.

B. THE COST OF COLOR PRINTING:
Color printing is significantly higher in cost, when compared to grey-scale (black & white) printing. Color printing should be used only when absolutely necessary; not for routine print jobs. Grey-scale printing is satisfactory for over 90% of the print jobs.

Color printers are slower, the amount of printed pages per cartridge is less, and the replacement cartridges are more expensive. Their initial purchase cost is also higher for the same capabilities in a non-color printer.

<table>
<thead>
<tr>
<th>Cost Comparison (per page):</th>
<th>BLACK</th>
<th>COLOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>LaserJet Printer (Color)</td>
<td>$ .02</td>
<td>$ .08</td>
</tr>
<tr>
<td>DeskJet/InkJet Printer</td>
<td>$ .04</td>
<td>$ .09</td>
</tr>
<tr>
<td>(Copier Machine)</td>
<td>$ .01</td>
<td>N/A</td>
</tr>
</tbody>
</table>

C. DEPARTMENT SUPPORT FOR COLOR DESKJET PRINTERS:
The department has a number of smaller, color deskjet printers that are used by staff members who are located in areas that don’t have network printing available. Physical Facilities covers the cost of supplies for these “local printers” (including ink cartridges and paper). These printers have become very expensive to support, due in large part to the rising costs of ink cartridges.

In order to better control the support costs for these devices, the departments’ Information Technology staff will be changing the printer default setting to grey-scale (instead of color). Users can change this setting as needed, to print selected documents with color. Staff that have these deskjet printers should make certain they use black-only for most print jobs.
Also, the department will provide each printer with one additional color cartridge (after the current color cartridge is used up). After that additional cartridge is used up, the printer will not be able to print any documents in color. Staff will need to use the networked color printers for those types of jobs.

As deskjet printers are worn out, they will be replaced with personal black-only laserjet printers.