



Print Policy

- 1. All Color desk top printers (Ink Jet and Laser) will be removed from all classrooms.**
Color images are very expensive compared to standard Black/White images. Additionally, Color capable printers are more expensive to acquire and service contracts are more expensive.
- 2. All Black/White printers (Ink Jet and Laser) will be removed from the classrooms as each unit reaches the end of its useful life, or service contracts expire, or current supplies run out. They will no longer be supported by PCSSD.**

The purpose is that all activity should be driven to the Ricoh units that are strategically placed and offer a much more cost effective cost per image. The quality of the print is much better and the supply cost is much lower than printing images from your desk top.

- 3. All Black/White copy/print jobs more than 400 pages should be driven to the PCSSD Print Center at the Central Office.**

The print center has much more powerful units that have faster speed and are more capable of handling large jobs. Additionally, the cost per copy on the high volume units is lower than the units in the Schools. The turnaround time is usually one day or less and all jobs will be delivered to the school by the couriers on a daily basis.

- 4. Any Color copy/print job that exceeds 50 pages must be presented online to the Print Center for production.**

Color copies are very expensive compared to black/white and should be used only in rare situations. Even though we have Color units in the schools, the Color machines at the Central Office are much faster and have a lower cost per image.

- 5. All 11X17 print jobs must be presented to the Print Center for production.**

The Print Center equipment is more capable of printing oversize prints at the most cost effective rate.

- 6. All jobs over 20 pages should be duplexed.**

In effort to reduce costs and be as environmentally conscious as possible, please print everything in duplex mode as often as possible. However, any job over 20 pages should be automatically defaulted to "duplex".

- 7. Color devices should be set as default to Black/White.**

Color should be a rare request due to cost. You should ask before you print, "Is it really necessary"?

- 8. Fax machines will be removed as they reach their useful life or service contracts expire.**

All Ricoh MFP's in the School Office's have faxing capabilities. All faxing should be done through the Ricoh Copiers.



9. Printing items from Outlook (E-Mail) should be discouraged.

Printing from Outlook usually prints out much more data than necessary and in **Color**. Please be conscious of paper waste before you print, and ask again “is it really necessary”? Do you really need that E-Mail in hard copy?

10. Printing from Internet when needed should only be Black/White.

Printing from a web site usually prints out much more data than necessary and in **Color**. Please be conscious of paper waste and avoid printing in **Color** when you need to print data from a web site.

11. Any job being considered to be outsourced must be presented to the Print Center first for evaluation prior to submitting to an outside printer.

The business relationships with Ricoh cross many different capabilities. Before you make a decision to outsource a job, the Print Center should receive it first. If we do not have the ability or capability to print the job in house we will source it to several vendors and select the most cost effective option that will provide us the best quality work at the best price. That will save the District a tremendous amount of money over the school year.

12. Any sports related or club related print jobs should be presented to the Print Center for a pricing evaluation.

We have the full ability to print jobs that any digital print shop can produce. We can, in most cases, reduce the cost of printing the materials and offer a considerable savings to the organization and save PCSSD money.

13. Multiple page originals with 5 pages or more should be directed to the Print Center.

These types of print jobs are very costly and slow down a Desk Jet or Ink Jet printer. The MFP's are very inexpensive when running multiple page jobs. Please direct multiple page original print jobs to the MFP's.

14. Any exceptions to the above rules must be approved through Central Office Management.

We have one of the finest Print Centers in the Southeast. We have invested a considerable amount of time and capital on the front end to improve efficiency, increase performance quality, and provide our customers (you) with the best products and services of any School District anywhere. We are proud of our new Print Center and want it to be your “go to place” when you need to print copies, develop your daily class work or print anything.