2017 Copiers/ Printers Conversion
F.A.Q.

Q: What is happening?
A: We are upgrading ALL of the campus copiers and printers.

<u>**This will consist of 3 steps:**</u>
1. Upgrade all of the campus copiers with new and better machines, that are on the network. These will go in the same locations as the old copiers
2. Upgrade all of the desktop, standalone printers to new and better networked, workgroup printers. Every employee will have access to a workgroup printer, but they will be in common areas rather than in individual offices
3. Implement new software called **Papercut**. This will make it possible to print to ANY printer or copier (or even to Reprographics) from ANY computer (even from home!). Printing costs will be automatically allocated to the proper department.

Q: Why?
A: There are many benefits
1. To achieve **cost savings**, estimated at $100,000 per year
2. Improve **print quality**
3. Give everyone access to high-quality **color printing** (within the limits of your department budget)
4. **Networked printing** (for example, to be able to send a document to a networked printer from off-campus, and then print it out when you get here by entering your code.)

Q: What is the timeline?
A:
- **MARCH – APRIL:** Install new copiers; remove all old copiers
- **JUNE:** Install workgroup printers; remove desktop printers
- **PAPERCUT:** timeline for rollout of the new software TBA

Q: Is somebody going to come into my office and take my printer without warning when I'm not there?
A: No.
- You will be notified before any change is made in your area.
- No desktop printers will be removed before June 1

- No desktop printers will be removed until the workgroup printer for that area is in place.

Q: Why take away all of the old printers? Why not just let them wear out?
A:

1. On a per-page basis, it is far more expensive to print on stand-alone desktop printers. Even if each employee prints a small number of pages, these add up and are costing the college an enormous amount in ongoing ink cartridges, electricity, and printer replacement costs.
2. Based on the cost savings of this consolidation ($100,000!), we are able to afford to replace all of the old printers and copiers with newer and better technology. In order for these costs savings to occur, all of the old expensive, non-networked printers will need to be retired.

Q: I still have toner left
A:

- Staff/faculty are encouraged to use up any existing supplies of current non-networked printers before the changeover in June.

Q: How will we learn how to operate the new printer/copiers and the Papercut system?
A:

- You will be trained on the new equipment at the time it is installed in your areas
- Posters with instructions will be provided for posting in your area
- Papercut training: TBA

Q: May I bring my desktop printer from home?
A: NO

- The district needs to continue to contain costs, minimize impacts on IT staff and the environment, while also providing the increased functionality provided by connection to the network. Therefore, no other non-networked printers will be allowed.

Q: What was the process to make this change? I never heard about it.
A: This change went through the shared governance process and was approved by the Board of Trustees

- On September 20, 2016 an initial placement map was shared with Cabinet.
- At the October 13, 2016 Technology Committee meeting an initial version of the Printer Map was shared, and members were requested to share it with their constituencies in order to fine-tune the placement.
- On November 10, 2016 the Technology Committee meeting discussion continued on adjusting where the upgraded equipment locations would be. Interactions and changes to the map were made into January 2017.
- On January 6, 2017 the proposal was shared with Admin Council and the Directors & Confidentials group . Everyone was asked to respond with any placement changes by January 10, 2017.
- Deans shared January 6th request with their department chairs to solicit feedback
- Staff solicited and evaluated proposals through January 2017 from several vendors for the upgrade.
- Board approved Konica agreement on January 10th.