Managed Print Services

The Managed Print initiative at UW-Stout is an attempt to look at printing/copying/faxing/scanning across the whole university and make changes to the current paradigm in order to be more environmentally sustainable, save money, and improve access to current technology and advanced print features by UW-Stout employees.

Benefits

Goals of Managed Print

Printing Standards

Timeline

FAQ’s

Benefits

• On average, direct cost savings to departments of at least 7 cents per page printed by moving from local printers to MFDs (convenience copiers).

• Energy savings by eliminating redundant equipment and use of only ENERGYSTAR qualified machines

• Waste reduction by disposing fewer ink cartridges

• Health benefits due to more opportunities for employees to walk and move about during the work day

• Increased security by offering features such as scanning directly to ImageNow and locked printing which gives the user the option to release the document at the printer

Goals of Managed Print

• Reduce the impact print has on the environment by decreasing the total amount of prints, print devices and energy consumed through adopting best practices

• Cost reduction

• Create an environment where employees can use most printers on campus.

• Access to advanced features and current technology
• Distribute devices strategically according to the needs of people in each building
• Enhanced security

**Printing Standards**

Print devices will address the needs of UW-Stout employees by ensuring access to print services on campus by considering these printing standards:

• **Environmental Sustainability**
  Equipment sourced will meet high standards of sustainability in areas of electrical usage, consumables, and end of life disposal.

• All printing and copying will default to the most environmentally sustainable and economical method available.

• By default, printers will be networked as a shared resource, however it is recognized that circumstances may warrant the necessity of installing a local device.

• Printer placement and device type will be based on the following factors:
  • Proximity to printer by users
  • Volume of printing
  • Work processes and specialty printing requirements (i.e. check printing requiring specialized toner)
  • Persons with a mobility or physical disability

• Acquisition of printers is administered through Managed Print Services

**Timeline for Implementation**

• **Immediately**
  No further purchases of desktop printers.

• **April-November**
  The Managed Print Program administrators will work with all departments to ensure the appropriate service level machines are in place. The department will need to use up toner and surplus desktop printers.
April/May
Administration
University Services
Applied Arts
Harvey Hall

September
McCalmont
MSC
Heritage Hall

June
Johnson Field House
Millennium Hall

October
Micheels Hall
Jarvis SW
Jarvis TW

July
Fryklund Hall
Heating Plant
General Services
Price Commons

November
North Point
Library
Student Health
Voc. Rehab

August
Bowman Hall
Child and Family Study Center
Com Tech

• January 1, 2017
To the greatest extent possible, desktop printers are removed and surplused.

FAQs

• How do I set up my computer to print to a network printer now that I no longer have a desktop printer?
  o Windows computers: https://kb.uwstout.edu/page.php?id=46493
  o Apple computers: https://kb.uwstout.edu/page.php?id=54128

• How do I securely print a document with confidential information on it so others do not accidentally see my printed file?
  o How to print securely to most Lanier Convenience Copiers, click here

• How do I print something on letterhead or use color paper in my Convenience Copier?
  o There are a couple of ways to accomplish this. The most efficient way is to set up your document to print using the bypass tray, and then simply put the letterhead or color
paper in the bypass tray. You do not have to put the paper in the bypass tray before hitting print on your document. The Printer will wait until paper is inserted, and then it will automatically begin printing.

- Another option would be to follow the process of “how to print securely to most Lanier Convenience Copiers, [click here](#). In this process, you would insert the desired paper to be printed on, and then print your document.