

IST Printer Policy- 2022

Policy Statement and Reason: Printers represent one of the highest equipment expenditures at Georgetown Law Center. The goal of this policy is to facilitate the appropriate and responsible business use of Georgetown Law Center printer assets, as well as control printer cost of ownership by preventing the waste of paper, toner, ink, and so on.

Audience of Policy: This Printer Policy applies to all employees (Faculty/Staff/Admin) of Georgetown Law Center as well as any contract employees in the service of Georgetown Law Center who may be using Georgetown Law Center networks and equipment.

Policy Text:

- Personal Printers, meaning those deployed to offices/cubicles and purchased by individuals or departments are not maintained nor replaced by the IST Department. Installation of personal printers is generally not condoned at Georgetown Law Center due to the cost of maintaining and supporting many dispersed machines. In certain circumstances, however, where confidentiality, remote location, the need to print a large number of low volume print jobs, or other unusual situation is at issue, personal printers may be allowed.
- In the event that a personal printer is requested, the requestor will need to receive the approval for the purchase through their department head. Once the approval is received, the requester will need to submit a ticket with the IST Service Desk for the printer, with the corresponding worktags for cost center charge. IST will then purchase the printer, asset track it and then coordinate the deployment. IST will not maintain these personal printers; paper and ink supplies will be at the departments expense.
- Supported Printers- Department and University wide, Xerox workstation printers are the deployed solution for individual and department wide shared printing resources. Xerox workstations are supported by UIS. Assistance with Xerox printers can be had by contacting:

- 202.687.4949
 - LawHelp@georgetown.edu
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- There are a few legacy HP Printers (deployed prior to 2018) deployed throughout campus and those are supported by the IST Service Desk. For assistance with the HP Printers contact:
 - 202.687.4949
 - LawHelp@georgetown.edu