



School District of Volusia County Printer Procedures

Purpose for Volusia to *Go Green!*

Saving the environment can save our district money. Reducing waste also reduces operating costs particularly when it comes to printing, a task that can consume paper, plastic, and school & department budgets at an alarming rate. Printers represent one of the highest equipment expenditures in the district. By focusing on increasing efficiency, improving document workflow, and reducing our carbon footprint, we can increase productivity for staff and save money. The goal of these procedures is to facilitate the appropriate and responsible use of the district's assets so as to reduce the footprint created through the consumption of paper, ink, toner, and electricity.

During the 2017-18 school year, Volusia County Schools successfully printed roughly 82% of all prints through the Copy Center.

Go Green! Best Practice

- While printing is necessary, it should be carried out in an efficient manner relevant to day-to-day operation. Print both sides of the paper whenever possible.
- Avoid re-using paper in printers, this can lead to paper jams and cause other issues in the printer.
- Desktop printers are the most expensive option. Desktop printers are designed to print *unplanned immediate need, low volume* prints.
 - They should not be used and are not designed for large print volumes.
- **Copy Center printing services** are for ALL documents, small or large print volumes. Maximize the capability of the Copy Center over the desktop and convenience printers located at your site for the following reasons:
 - The Copy Center has labor and paper factored in the cost making it a dramatically less expensive option.
 - The Copy Center is designed to efficiently print large volumes with quick turn-around times.
 - Any print job diverted to the Copy Center will prolong the life cycle of your desktop and convenience printers for those *unplanned immediate low-volume* print needs.

Printing/Copying Procedures for 2018-19

1. The Toshiba multi-function device(s) at all schools are the recommended device for school-based local printing.
2. For the 2018-19 school year, the district will continue to incur the cost for contracted Toshiba printer leasing & maintenance fees. (*\$54 per model 3508a per month and any additional options added to the printer such as a Finisher (\$10.50 extra), Fax (\$6.00 extra)*)
3. Schools will continue to incur the cost for prints-per-side (*impressions*) made on Toshiba networked printers as well as paper. (*\$0.0042 for black & white; \$0.045 for color, where available*)
4. Current Brother-brand printers on campuses should continue to be used for *unplanned, immediate low-volume* printing and scanning of district assessments into Eduphoria.
5. All other functioning classroom and office printers will remain in service until **June 4, 2019**. These include district funded Kyocera, HP, Xerox and other non-Brother local printers.



Features of the Toshiba Printer/Copier

1. Response time is within four business (4) hours after the service call is received.
2. “Secure” Print feature allows for multiple print jobs to be requested, held, and released upon staff entering their Employee ID while standing present at the printer. This ensures security for confidential prints as well as the ability to ‘load-up’ print jobs to be available at the staff’s opportune time during the day.
3. Provides the lowest total cost per impression on-site (*when compared to a Brother printer 1-for-1*)
4. Consumables such as toner and drums are replenished by Toshiba.

Repairs and Replacement Parts for Brother Printers

1. All toner cartridges and printer consumables should be ordered via a [Technology Services Support Ticket](#).
2. Most maintenance required on a Brother supported model (*supported models include: Monochrome Models-- 8480, 8460, 8080, 8660, 8710, 8150, *5850, 2540 and Color Models—4070, 4150, and *L8360CDW*) will be performed by a third-party contracted vendor, unless they’re currently under the standard 3-year warranty.
 - a. Please submit a [Technology Services Support Ticket](#) for service.
 - b. Please include the following:
 - i. Manufacturer: Brother
 - ii. Model:
 - iii. Serial Number: xxxxxxxxxxxxxxxxxxxx
 - iv. Inventory/Asset Number (*if available*):
 - v. Site:
 - vi. Building:
 - vii. Room Number:
3. Non-warranty repairs will be tracked by Technology Services & Innovation. Persistent repairs over a short period of time may result in removal of the Brother printer. Follow-up conversation with school or department administration will commence to determine whether a replacement is necessary.

Repairs and Replacement Parts for non-Brother Printers

1. Any other non-Brother or Toshiba printer requiring maintenance will no longer be serviced by Technology Services & Innovation or via our contracted third-party vendor.
2. Any Kyocera, HP, Xerox, or other non-Brother/Toshiba local printer, if damaged or broken, should be deleted through your Inventory Specialist using the [VCS Equipment Pick up and Transfer Request Form](#).

Specialty Printer support

1. Specialty printers can be purchased by the individual school/department through the [Supported Hardware Catalog](#) that meet the following criteria:
 - a. Curriculum recommendations (sublimation, poster printers, 3D printers, etc...) and/or Department recommendations (plotters, financial checks, etc...)

* = latest model version (2018-19 purchase year)

Note: **Currently, no additional Toshiba printers are available to deploy until all collected data related to printer utilization district-wide has been analyzed for future direction and/or revision to the procedures set forth in this document.**

ready... set...
go green!

