TO: Faculty/Staff

FROM: A.C. Eagan, III, Vice Chancellor for Business and Administrative Affairs

DATE: April 29, 2008

RE: Personal Printer Acquisition and Usage Directive

To support basic printing and copying needs, State of Louisiana Information Technology Bulletin 03-12 provides direction on the acquisition and usage of personal inkjet and personal laser printers by comparison to the use of shared workgroup devices. This directive supports the purchase of personal printers for ONLY the following categories of employees: telecommuters, employees in isolated offices, disabled workers, and employees who print confidential documents. Employees not in these categories are directed to use shared devices.

It is Delgado's intent to comply with the above directive. Prudent cost control measures and asset management practices provide further rationale to support change in our business process.

To implement our new process, the locations of shared devices have been identified throughout all campuses. Delgado Office of Information Technology will be coordinating a plan to get all such devices connected to the Delgado network and to roll out the installation of the needed drivers to all personnel requiring use of the share equipment. Appropriate instruction and assistance with day to day operation will also be provided along with a phone number to call for support as needed. After the workgroup devices have been fully enabled to support shared printing, we will discontinue the acquisition of personal printers and print cartridges on a phased basis unless exception approval has been issued. If you feel that you or members of your organization qualify for exception approval, please submit your request for same to the Vice Chancellor of Business and Administrative Affairs. Your request will be reviewed and a reply will be returned.

There are several basic advantages of deployment of this practice:
-   Shared devices operate at a substantially lower cost per page and reduce the total number of assets and associated liability and property management control costs
-   Workgroup devices often perform at faster speeds and have features such as on line stapling and duplex that will add convenience to the operation and reduce paper consumption by using both sides of the page
-   Networked devices will be enabled for scan to email where possible – scanning will eliminate any click charge along with toner and paper usage making our operation more cost efficient and environmentally friendly
-   Many workgroup devices have a "secure print" function which prevents the device from printing any job unless a user assigned confidential password is entered. This function can address confidentiality concerns where documents carry protected content.
-   Delgado will be in conformance with State of LA guidelines

Our next steps include the implementation of network access to all shared devices and the addition of the needed PC software to enable use of the workgroup devices. Representatives from Xerox will be on campus the next few weeks to connect and configure all Xerox Multi-function devices (MFD) for workgroup printing. Access to all desktop computers needing to print to your MFD will be important. Please make arrangements with your faculty/staff, if they are not going to be on campus on the designated days to leave keys to their offices so that this process can be completed in a timely manner. The use of personal devices will be discontinued after these steps have been taken. Please call Support Services at 504/329-6605 should you need assistance.