



## Printing Best Practices

### Office Printing:

- Small printing jobs should continue to be used on your desktop printer in your department office.
- Unless otherwise necessary, all printing jobs should be done in B&W. This is a cost saving method and each printer will be setup to default to B&W.
- Large jobs exceeding 20 pages must be sent to the Xerox machines in RM 422. (Desktop printers are not meant for large print jobs, whereas the Xerox machines are designed for heavy activity and output)
- Specialty print jobs (ex. Pamphlets, brochures, marketing materials, etc.) should always be sent to FastCopy.
- You are highly encouraged to use D2L whenever possible for classroom materials.

### Off Campus Printing:

- The Department will provide up to one printer for use in either home office or work office.
- Ink replacements must be ordered through WiseHub.