



UNIVERSITY of WASHINGTON

School of Forest Resources

December 11, 2009

To: Faculty and Staff
Re: Printing in Anderson, Bloedel and Winkenwerder
From: Tom Hinckley, Interim Director

As announced over the summer the nine new copiers in Anderson, Bloedel, and Winkenwerder, which also print, scan, and, in the case of Anderson 115, fax, were planned and purchased in order to provide better service to you and cost savings in our operational budget. Now that the majority of the bugs have been worked out of the new system, other copiers, printers, scanners, and fax machines will no longer be supported on School funds.

What will be different?

- Paper and toner cartridges will not be supplied or reimbursed. Because toner and paper for the new machines are included in the arrangements for these machines, SFR is out of the business of buying toner and paper.
- SFR-funded public printers in Anderson, Winkenwerder, and Bloedel will be removed from service immediately. Over time, other print queues for printers in these buildings will be removed from the network, starting January, 2010.
- Fax lines on School funds, other than Anderson 115, will be removed.

Please remember that the paper in the nine new copiers is not owned by the School but rather by the UW office that manages the new copier system. That paper is not to be removed and used in private printers or fax machines.

Copy/print codes are attached to specific budget numbers. Most codes that faculty have used for years are attached to the instructional budget. That code would not be appropriate for non-instructional copying or printing. New codes are easily ordered by emailing sfrcopy@u.washington.edu. They are usually available within 2-3 days of the request.

Employees generally have access to an appropriate budget number for their copying/printing. If a student doesn't have access to a budget number, even on a



temporary basis, they would use the *Dawg Prints*¹ machine that has been housed in the Bloedel computer lab. To provide 24/7 access, we plan to move the existing *Dawg Prints* machine to BLD 253. If demand grows, additional *Dawg Prints* machines could potentially be placed at other sites. Other existing *Dawg Prints* campus locations and how to pay are listed at

<http://www.washington.edu/admin/pubserv/copy/uniprint/huskycard.html>.

Thank you for your attention to this matter. Please email sfrcopy@u.washington.edu with any questions/concerns.

¹ UW name for campus – student printers.