

December 18, 2009

To: Faculty and Staff, School of Forest Resources

Re: Printers and Copy Machines

I want to make sure that we all understand the timing and rationale behind the new series of printers/copiers that we have recently completed the installation of and transition to as questions have arisen about why, what, when, do we all have to, etc.

Background: On August 12, I sent a letter to all detailing administrative and structural changes in the School as a result of budget reductions as well as our change in status. Included was information on the new printers/scanners/copiers. Further and much more detailed information appeared in a memo from December 11. All of these things can be found on this web page:

<http://www.cfr.washington.edu/aboutTheSchool/director.shtml>

Answers to Specific Questions or Issues:

1. Why do this? Previously, we had some 90 different printers scattered throughout the three buildings. Amongst these were different models, different companies and different vintages, all creating a maintenance nightmare (please remember we did lose one IT staff position). The new machines are of the highest quality and as you learn to use them, you will discover that they do almost everything but correct typos. Also, maintenance and care are now external.
2. Whereas grants generally cannot buy paper and toner, they can pay for copying and printing that are necessary to carry out the substance of the grant (note that this does not include administrative copying). Necessary copying and printing should be written into proposals.
3. Do I have to switch? No, but your printer will not be connected to the network, and paper, toner, and repairs will not be supported.
4. How much will it cost? The contract is written in such a way that the average of all printers is what we will be charged. We have a bit of a catch 22 here because the more printing done in total, the lower the per copy or print cost (we can also reduce the number of machines, but that means stairs!).
5. Sustainability: I find that I am now printing less (do I really need a copy or can I correct and grade that on the screen and send it directly back to the student). I remember when I had an office in Winkenwerder going to the printer and seeing reams of prints including multiple copies of the same thing.

6. I have personally been impressed by the quality of the black and white and the rare time that I use the color option, the quality of the color!

I hope this helps you better understand why we are doing this.

Thank you and best wishes for the holidays.

A handwritten signature in blue ink that reads "Tom". The signature is written in a cursive, slightly slanted style.

Thomas Hinckley
Interim Director
School of Forest Resources