

## Printing Policy

Last Updated Wednesday, 17 January 2007

Please follow the printing policies and rules. Doing so helps keep the print queues clear and running.

- No excessively large print jobs, such as whole powerpoint presentations, books, etc.
- No Multiple copies to Tang, the color laser printer.
- Small jobs to Tang only. It is completely unnecessary to print out 100 pages of a professor's powerpoint and all the content of a webpage. This has happened in the past and is a massive waste of resources. Printing at the center is free at the moment, but abuse of the printers could change that.
- Limit copies to other printers. If you need to make copies, you'll have to use the copier in the CIS mailroom.
- Be courteous to others that need printing as well. Don't hog the queue.
- We may kill any jobs clogging up or slowing down the queue.

Printing at CIS is a privilege that can be revoked if there is too much abuse of the printers. We'd like to have them running as steadily as possible and remain free of charge. Following these simple guidelines will help keep it that way.

Any printing problems and suggestions should be sent to [help@cis.rit.edu](mailto:help@cis.rit.edu) or you can see one of us if it's an emergency. Please note, we do not do the toner replacement or maintenance on Guppy, the copier in the mailroom. See Barb in Room 76-2260 for issues with Guppy.