GREEN OFFICE PROGRAM
GOP
WEST CHESTER UNIVERSITY

Campus Printing

WCU CAMPUS PRINTING FACTS

1. West Chester University's Information Systems and Technology (IS&T) office encourages employees to use WCU Multi-Function Printers (MFPs) that print, copy, scan, fax, email, and archive documents.

2. Per-page printing on university MFPs is much less costly and much more efficient than on desktop printers.

3. MFPs save offices and departments money with low-cost black-and-white *and* color printing in multiple paper sizes and formats.

4. MFPs ensure protected document reproduction using secure PINs for document release.

5. MFPs can scan directly to any campus user's OneDrive or email account.

6. Every campus MFP has an ID# and support phone # tag on front to request repairs and assistance.

7. Phasing out individual desktop printers as staff and faculty switch to MFPs will help WCU make progress on its environmental and economic sustainability goals.

8. IS&T also supports university MFPs for student printing through the RamPrint program that enables swipe-to-print access.

9. All RamPrint MFPs are automatically configured to print duplex (double-sided) by default, with the possibility of single-side printing when necessary.

10. Students can print to any RamPrint MFP from their personal devices (laptops and smartphones).

11. Students can use RamPrint MFPs for everyday color copying.

12. Large-format copies are available for a small fee in the Francis Harvey Green Library's IMC (Innovations Media Center).

OFFICE CHECKLIST OF TO-DOS

If your office does not yet have direct access to a Multi-Function Printer:

- [ ] All office desktop printers are set to double-sided and draft printing modes to save energy and material resources
- [ ] We have set a goal to retire some or all of the desktop printers in our offices
- [ ] We have shared information about MFPs with our office employees
- [ ] We have set a goal to obtain access to an MFP for our office employees

If your office already has access to a Multi-Function Printer:

- [ ] Employees in our office use Multi-Function Printers for printing, copying, scanning, and faxing
- [ ] We have stopped buying ink/toner for our remaining desktop printers with the goal of retiring the equipment when we run out
- [ ] Our MFP is set to double-sided and draft printing modes to save energy and material resources

For every office on campus:

- [ ] We encourage staff to minimize the use of paper by distributing documents digitally
- [ ] We have learned about the Ramprint program on campus so that we can better assist students with their printing needs
- [ ] We ensure that toner cartridges and retired electronics (including monitors, printers, keyboards, computer mice, cables, etc.) are recycled
- [ ] We support the professional and skills development of our office's staff members by providing time for FAST and LinkedIn Learning opportunities
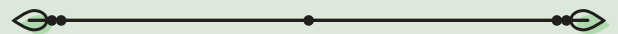
FOR MORE INFO AND HELP

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Intro Video to printing sustainability on WCU's campus: https://youtu.be/PijcrVJZZB8

Learn more about RamPrint: https://www.wcupa.edu/infoservices/ramprint.aspx

Help Desk and Service Now: https://www.wcupa.edu/infoServices/helpSupport.aspx

Printing services of the Innovation Media Center https://library.wcupa.edu/libimc

More Green Office Program information: wcupa.edu/sustainability/greenofficeprogram