

**Toshiba Copy Machine
General Guidelines
March 2011**

The Department has a Toshiba estudio655 copier/printer/scanner. This machine is located in the “Copy Room” and works as a networked printer. It also has scanning capability. This machine is able to collate, staple, and make transparencies. Faculty are encouraged to utilize this resource. While the Department still maintains the printers in STRO 460, the new Toshiba allows another option for faculty. The following guidelines should enable efficient work:

1. Keep in mind the Department must pay for each copy made, including paper, ink cartridges, staple cartridges, and an annual “service agreement.” Please be a good steward of this machine and avoid wasting resources.
2. It is important you make certain documents are “perfect” before running a large number of copies. For example, don’t run 50 copies, discover something is not right, and then run 50 more.
3. The “Copy Room” door will remain open during the work day due to excessive heat build-up in that room.
4. Department Office Staff will keep the “Copy Room” stocked with paper.
5. Each faculty member is assigned a code for using the machine. This code creates an account for you and allows the Department Office to keep track of copies made by individuals. If you don’t have a code, see Sue or Christy to establish your access code.
6. Faculty may do their own copying for professional and teaching needs.
HOWEVER, I STRONGLY ENCOURAGE EVERYONE TO CREATE THEIR COURSE MATERIALS IN ELECTRONIC FORMAT, POST THEM ON A BLACKBOARD WEBSITE, AND ASK STUDENTS TO DOWNLOAD ON THEIR OWN. Using the computer to distribute course materials saves the Department money!!
7. Faculty are allowed 2,000 “self-made” copies and printed pages per semester on the Toshiba machine. Classroom materials (i.e. syllabi, tests, one or two-page handouts, etc.- NOT articles or longer handouts for class) copied **by Department Office Staff** do NOT count against an individual’s account. Special large projects can be negotiated individually with the Department Head.
8. As in the past, there is no page limit for using the network printer in STRO 460.
9. Department Office Staff is available to do copying. Please allow 1 working day for copies and avoid asking Christy to deal with last minute “emergencies.” In these situations, you have access to the Toshiba; however, any materials copied under these circumstances count toward the 2,000 page limit.
10. All “color copying” should be done through a “work request” for Department Office Staff and will be sent to *Copy This*. Color copying should only be done in rare cases. Remember the Department must pay for these copies out of our finite budget.
11. Sue has a color printer and faculty can send final materials to Sue for printing.

12. It is helpful if you submit “work requests” for copying as an e-mail message with attachment. Write your instructions for the job in the message and include the document you want copied as an attachment. Sue and Christy can directly print, copy, collate, and staple from their computers.
13. Department Office Staff has “priority access” to the Toshiba, for “work requests,” between 9:00 - 10:00 and 3:00 – 4:00 daily. Please yield to Christy or Sue when using the machine during these hours.
14. Both Sue and Christy are trained in using the Toshiba as a scanner. If you have articles, or class materials, you would like scanned into an electronic, Adobe-Acrobat (.pdf) file, complete a “work request.” When completed, Christy will e-mail the file to you as an attachment. Allow a twenty-four hour turn-around. If you would like, either Christy or Sue can provide instructions on using the Toshiba as a scanner.
15. The copier on Sue’s desk is for Office Staff use only.

ALL TESTS COPIED BY OFFICE STAFF WILL BE LEFT IN THE STORAGE CLOSET IN THE DEPARTMENT OFFICE. IT IS YOUR RESPONSIBILITY TO PICK THEM UP. AT THE END OF THE DAY THEY WILL BE SECURED. IF YOU NEED EXAMS FOR AN EVENING CLASS, BE SURE TO PICK THEM UP BEFORE 5:00 PM.