

Archdiocese of Indianapolis Copier/Printing Policy

The purpose of policy is to help all of us at the Catholic Center to be good stewards of resources for printing and copying by controlling costs and ensuring that equipment is properly maintained in working order. The mail room copiers are much more cost efficient than convenience copiers located on each of the floors. The policies for printing and copying are as follows

- 1) Large capacity print/copy jobs (over 50 pages) must be sent to the Mail Center. The standard processing for jobs will be in the order they are received. Turnaround time is usually same day depending on the job, work already pending.
- 2) Prioritization of print/copy jobs is possible on a case by case basis. Please contact the Mail Center personnel to request prioritization of print/copy jobs.
- 3) Print jobs are to be submitted to the Mail Center using the online form on the Information Systems Intranet <http://www.archindy.org/intranet/shared/is/copiers-form.html>
- 4) All copy jobs must be accompanied with a copy request form. The copy request forms are located in the mailroom, by convenience copiers, and in specified areas in departments.
- 5) The preference is to print in black and white unless absolutely necessary. Documents that are primarily black and white and have a small amount of color (logo, text highlighted, stripe, etc.) should be printed in black and white. Even if a small amount is printed in color the cost is higher. Color printing is intended for documents that require color such as photos, graphs, charts, or reports that make use of color for communicating results.
- 6) Two sided printing will be the default unless there is a specific reason to print only on single side of the paper.
- 7) Labels are not to be printed on the Sharp convenience copiers. Labels are only to be printed on Sharp copiers in the Mail Center or on other printers (HP) located in departments. There is a specific set up required to prevent labels from coming off inside the printer and causing damage.
- 8) The print and copy resources of the Mail Center should be investigated before paying to use outside resources. The Mail Center has capability to

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print jobs that are stapled, saddle stick, three-hole punch, and comb bound with plastic cover. Multiple paper sizes are also available.

- 9) If there are any issues with copiers/printers please contact the Mail Center at extension 1420 option 3 or mailroom@archindy.org. If a copier or printer is (jammed or not operational) please call the mail center. If you are not able to reach the Mail Center concerning a copier or printer issue please contact Sharp at 317-813-1599 to report the issue. There is a label on all copiers and printers supported by Sharp that has the phone number and an identification number. Please let the Mail Center know if you have contacted Sharp directly.
- 10) Bulk mail can be sent out through the mail center. The preference is to provide final documents with the data already merged on letters and label forms. Options for envelopes are window envelopes, labels, or printed envelopes. Please consult Mail Center prior to creating bulk mail request. Processing time for mail request is at least 48 hours and may be longer based on the size of the request.
- 11) Monthly reports from the printing management software will be reviewed to assure that good stewardship of printing/coping resources is being maintained. If there is an excessive amount of use the department manager will be contacted to address usage to see if there are ways to reduce.
- 12) A key fob will be issued to all employees/volunteers who have needed to print or copy. Please do not give you fob to other people to use. This fob is used to track usage and authorize users. If a key fob is lost you may be required to pay for a replacement if it has been lost multiple times.