

CONTRIBUTED DOCUMENTATION

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Establishing a Public Printing Facility on Campus

This information is provided solely for the benefit of Carnegie Mellon students writing academic proposal examples that involve public printing facilities on campus.

In order to set up a printer and release station in a new location, you need to consider a variety of factors:

Space

- The owner of the space must agree to installation of the printer and release station, as well as agreeing to be responsible for the security of the equipment.
- The location must also have secure space to store several boxes of paper and at least 3 toners per printer.
- The location must have multiple power outlets and data outlets on the campus network.

Cost

The cost to roll out a service like this includes:

- Establishing a security system, if one is not available.
- Purchasing a printer and release station
- Installing any power or data ports necessary

The ongoing maintenance costs for this kind of service include:

- Maintenance and repair contracts on the printer and release station
- Supplying consumables (paper and toner, as well as any maintenance parts not covered under warranty)
- Staffing costs to fill the printer with paper and toner, and to report any technical problems to the Andrew Printing team.
- Printers and release stations must be refreshed periodically to ensure that they continue to function normally. Assume a 3 year replacement cycle.

Support

- When is the printer available for use?
- Who is responsible for ongoing maintenance of the hardware and software for the printer and release station?
- Who is responsible for filling the printer with paper and toner?