CLAREMONT McKENNA COLLEGE

Policy Library

Volume X:	Information Technology Services
Chapter Workstations:	Standard Staff Printer Hardware Configuration
Approved by:	Administrative Computing Committee (ACC)
History:	Issued: 08/01/2001 Upgraded: 02/26/2007 Revised: 03/12/2007 Reformatted/Revised: 12/14/2009
Related Polices:	Backup and Recovery of User Files on Network Servers, Department Technology Budget Upgrades, Faculty Technology Budget Upgrades, Purchase of Obsolete Workstation from the College, Replacement Cycle of Workstations, Staff Upgrade Budget, Standard Faculty and Staff Workstation Screen-Saver Policy, Standard Workstation Hardware and Software Configuration
Additional References:	[Standard Staff Printer Hardware Configuration Details](#)
Responsible Official:	Office of Information Technology Services

I.   POLICY STATEMENT

- To establish current configuration of printers purchased by Claremont McKenna College.

II.   ENTITIES COVERED BY THIS POLICY

- This policy covers all printers purchased for staff use at Claremont McKenna College.

III.   CONTACTS

Direct any questions about this policy to your department's supervisor. Questions about specific issues may be addressed to:

Subject	Contact	Telephone[1]
Standards Staff Printer Hardware Configuration	Chief Technology Officer	71553

---

[1] Numbers refer to on-campus extensions. When calling from an off-campus line, please dial (909) 62+extention for numbers beginning with a "1" and please dial (909) 60+ extension for numbers beginning with a "7."

IV.   DEFINITIONS

Printers are provided to staff members at Claremont McKenna College, as needed, in order that they can perform their daily tasks in support of the mission of the college. In order to ensure reduced maintenance costs, a standard printer configuration is essential. The configuration will be based on current technology combined with the needs of the college. These standards will be re-evaluated regularly.

ITS will regularly evaluate the current state of technology and adjust the specifications. For current specifications please see: Standard Staff Printer Hardware Configuration Details.