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:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standards Staff Printer Hardware Configuration</td>
<td>Chief Technology Officer</td>
<td>71553</td>
</tr>
</tbody>
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1 Numbers refer to on-campus extensions. When calling from an off-campus line, please dial (909) 62+extension 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.