Printing Policy [Faculty/Staff]

Jeff Clark - 2026-03-11 - Desktop Computing and Printing

Network Printer Policy

The College of Medicine has developed a policy to clarify the role of network printers and desktop printers for COM faculty and administrative support staff.

COM IT strives to provide quality and cost effective print, copy, fax and scan services to meet the needs of the workforce while directly impacting the sustainability goals of the institution. As a result, this policy aims to:

· Reduce impact by minimizing the number of printing devices at the College.

· Reduce expense of consumables by using the most cost effective print/copy/scan/fax devices.

· Reduce the maintenance and upkeep expense of all print/copy/scan/fax devices.

What is the new printer policy?

A new group of central, secure and accessible network color printers have been made available to all faculty and staff in all COM facilities as an alternative to desktop printers.

Color printing will be restricted based on the legitimate business needs of marketing and communication program requirements. Specialty print jobs will be sent to FAU Creative Services.

Local desktop printers/scanners/copiers/fax machines will no longer be purchased, supported or maintained by College of Medicine funds and will be phased out. Paper and toner for local desktop printers will not be purchased or provided by College funds. Current local desktop printers may be used until they no longer function.

Any new, special requests for desktop printers/scanners/copiers/faxes must be justified with a detailed description explaining why the network printer does not meet their COM business requirements and work needs. The justification must be reviewed and approved by the Department Chair, Chief Business Officer, and COM IT Director. If approved, the desktop printer will be purchased and networked (shared) to meet the needs of the entire workgroup or Department.

The goals of this printer policy are to:

1. Control the total costs of printing and print maintenance at the College of Medicine.

2. Ensure document security of printed materials that align with Information Security best practices and the University's HIPAA compliance policies.

3. Ensure the responsible use of networked printer resources (i.e. for college business).

What are the new network printers and where are they located?

A new group of central, secure and accessible network printers have been made available to all faculty and staff in all COM facilities as an alternative to desktop printers. These multifunction printers (MFPs) have color printing, scanning, copying, and faxing capabilities.

All faculty and staff will be automatically connected to the nearest available networked MFP. These new printers will assist in greatly reducing the consumable waste in ink and toner cartridges from desktop printers and will introduce an environmentally responsible use of paper for the COM.

To access the printer, each user may use their OwlCard and swipe the card reader to release a secure print job waiting in the queue. Alternatively, users can use their FAU NET ID and password to login to use the printer.

The printers are conveniently located at the following areas:

Building 71

- 1st Floor - 145
- 1st Floor - 143a

- 2nd Floor – 236
- 2nd Floor – Lab 201
- 2nd Floor – Lab 217
- 3rd Floor – 336
- 3rd Floor – Lab 301
- 3rd Floor – Lab 317

- PS-55 348
- SIM Center
- ME104 – 2nd Floor Alcoves (2 locations)
- ME104 – 3rd Floor

- Tags
- Locations
- Printer
- Printer Locations
- Printers