Thank you again for your continued support of the roll-out of the College's Administrative Printing Program. I would like to share with you some important updates as we continue with this implementation.

Update on paper ordering. The Paper Order form was updated because the 'submit by email' button was not working correctly. In addition, the form was made savable for all users, regardless of what version of Adobe Reader you are using. If you previously saved the form to your computer, please visit the Administrative Printing webpage at http://www.edison.edu/adminprinting to download a revised copy of the form. As a reminder, paper orders are placed once per week. All paper orders received by noon on Wednesday will be received by Friday.

Printer Defaults. The primary goal of the print management implementation was to decrease printing and copying costs to the College. One of the ways this goal will be accomplished is by defaulting the print properties to the Kyocera multi-function machines to the most economical print method. The defaults will be set to black & white, two sided printing. This will eliminate paper waste as well as the unnecessary cost of a color print. These defaults can easily be changed when you want color or single sided printing. Directions to change these defaults, as well as other tip sheets and user manuals, can also be found on the Administrative Printing webpage. Check in regularly to learn about using the various features of these new machines.

Toner Cartridges. All toner cartridges in inventory will be collected and sent to the Dex warehouse. *Auxiliary Services will provide a credit for each unused printer toner cartridge*. Printer toner cartridges can be sent to Lee campus, G-101. For each toner returned, indicate the department and budget index to be credited. Remaining Konica Minolta Bizhub toner cartridges can be sent to Auxiliary Services at Lee campus, O-101. These toners were provided by Konica Minolta and will be returned with the equipment.

Banner Printing. Banner printing will be directed to the Kyocera multifunction printers. Information Technology will coordinate with each department individually on the transition and removal of dedicated Banner printers.

Judy Pultro
Director, Auxiliary Services