

Mugford, Lucy

From: Hennel, David
Sent: Friday, December 8, 2017 9:12 AM
To: All Employees
Subject: RE: Copier Update/Physical printer removal - Please read

Importance: High

--PRINTER REMOVAL DURING CHRISTMAS BREAK--

Hello All,

As you are already aware, NDP is restructuring the printer configurations on campus, increasing functionality (features) and centralizing placement within high-traffic areas for faculty and students.

Over the summer, NDP postponed the scheduled removal of classroom printers to give employees a chance to learn the new copier equipment and take advantage of the added features.

With Christmas break upon us, we are now ready to proceed with Phase 2 of the restructuring process.

During the week of December 11th, Upper Level students will receive their own print card. The proximity card will allow students to access the hallway copiers and library copier for printing and copying needs.

Student instructions will be sent to them electronically, along with training sessions available during lunch mods. Should a student have issues printing, please direct them to the Help Desk for assistance.

Over Christmas break, classroom printers will be removed along with departmental office printers which are in close proximity to the newly installed copiers. (Please refer to the documentation below for schematics.)

Sometime after Christmas break, staff printers will be evaluated, those not deemed essential will be slated for removal later this school year.

*Please note the Middle Level students will not be receiving print cards at this time, therefore the hallway copier in that area (#6 on map below) will not accept badging to release print jobs sent to the FacStaff_BW or FacStaff_Color print queues.

As NDP continues its commitment to the Green School initiative, data will be collected determining NDP's trends in printing in hopes to reduce the number of print jobs, currently over 2 million pages per year.

We are confident the transition to centralized printing, which is industry standard throughout college campuses, will be beneficial for the faculty, students and staff; as well as contribute to the reduction of NDP's annual operating expenses.

Please feel free to contact me with any questions regarding this restructuring.

Updated Printer Schematic:



- Location Hallway Copiers (10)
- Common area and Department Copiers (13)

Printers to be removed Christmas Break 2017:

Kyocera	FS-C5250DN	SHMD - Art Room 2
Kyocera	FS-2100DN	Communications Office
Kyocera	FS-C5250DN	Director of Technology
Kyocera	FS-2100DN	LANGUAGE LAB
Kyocera	FS-1035	LANGUAGE OFFICE
Kyocera	FS-C5250DN	Library – Color
Kyocera	FS-2100DN	LIBRARY - Students
Kyocera	FS-1035	MATH OFFICE
Kyocera	FS-C5250DN	MIDDLE SCHOOL SCI LAB
Kyocera	FS-1035	RELIGION OFFICE
Kyocera	FS-2100DN	RM 128
Kyocera	FS-2100DN	RM 142
Kyocera	FS-2100DN	RM 206
Kyocera	FS-2100DN	RM 208
Kyocera	FS-2100DN	RM 210
Kyocera	FS-2100DN	RM 212
Kyocera	FS-2100DN	RM 214
Kyocera	FS-2100DN	RM 224
Kyocera	FS-2100DN	RM 228

Kyocera	FS-2100DN	RM 306
Kyocera	FS-2100DN	RM 307
Kyocera	FS-1370DN	Rob Quinn
Kyocera	FS-2100DN	SCI LAB 1 - ANATOMY LAB
Kyocera	FS-2100DN	SCI LAB 2 - CHEMISRTY LAB
Kyocera	FS-2100DN	SCI LAB 3 - PHYSICS LAB
Kyocera	FS-2100DN	SCI LAB 4 - RM 215 - BIO LAB
Kyocera	FS-2100DN	SCI LAB 5 - RM 230
Kyocera	FS-1035	SCIENCE OFFICE
Kyocera	FS-2100DN	Social Services - S. Pomplon
Kyocera	FS-1035	SOCIAL STUDIES OFFICE

Thank you,

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