



## Information Technology Printing Guidelines

# DID YOU KNOW?

**The following pertains to all printers and copiers around campus.**

If you have large print jobs you can email them to our York College Printing Services at [printshp@york.cuny.edu](mailto:printshp@york.cuny.edu). You no longer have to fill out a requisition if you submit an electronic document. They are located in room 08 on the lower level floor of the Academic Core building and can be reached at ext. 2293. They are open from 9:00 AM – 5:00 PM Monday – Friday. Pick up one of their brochures so you can see for yourself the variety of copying and finishing services they offer. Brochures can be found at the Print Shop and at our Service Desk in room 2E03D

Printers around campus have varying limitations on use which affect their expected service life cycle. If they are over used or large print jobs are sent to them the rate of equipment failure is dramatically increased. In an effort to keep you as productive as possible while maintaining the equipment in optimal service readiness, Information Technology is posting printing guidelines.

- Multifunction type desktop printers should not be used for jobs over 50 pages at a time.
- Standard color or b/w laser printers should not be used for jobs over 100 pages at a time
- The Konica Minolta type copiers should not be used for jobs over 200 pages at a time.

Take advantage of our campus Print Shop for jobs that may exceed these guidelines.

### ©Special Note:

Please consult the "Copyright Guidelines" memorandum issued by the Office of the General Counsel and Vice Chancellor for Legal Affairs before processing materials that are protected under copyright law. A copy is provided for your review at the Print Shop or our Service Desk.

If you have comments, concerns or praise send them with confidence to IT Management at:  
[ITnotes@york.cuny.edu](mailto:ITnotes@york.cuny.edu)

### Service Desk Web Site

Please visit our website for additional information.  
<http://york.cuny.edu/service-desk>

This information is subject to change without notice. Please be mindful that the intention of this document is to encourage utilizing all resource available to you when deciding how to best manage print jobs. Jobs that are a one time deal need not be considered for Print Shop work. The goal is to make you aware that big jobs have an alternate place where you can send them for processing.