**PRINTER POLICY**

### 1. Purpose

This policy establishes Rockdale County's use of printers regarding the purchase, installation, and maintenance of printers for business purposes.

**The purpose of this policy is to:**

- Reduce the cost of consumables and energy by using more efficient printing devices.
- Ensure utilization of the County multi-function printer fleet whenever possible.
- Support green initiatives by reducing the number of print devices.
- Improving the speed and effectiveness of printer maintenance.
- Provide a secure printing environment.

**Definition(s):**

- Multi-function device (MFD) is a single device that supports multiple functions, such as printing, scanning, faxing, and copying. These are our standard network printers.
- Desktop Printers dot matrix printers consist of laser and inkjet printers, usually small enough to fit on a desk or table. *(The Technology Services Department does not purchase or provide support for desktop printers.)*
- Non-Standard Device is a desktop or laptop computer manufactured by any maker other than one approved by the Technology Services Department or from a non-enterprise line of computers or devices. Technology Services maintains a list of specifications for supported devices.

### 2. Scope

The goal is to reduce the overall print volume, which reduces paper consumption and waste, as well as the number of printing devices, which leads to decreased energy consumption. While the low initial cost of personal inkjet or laser printers makes them attractive, the overall cost of ownership for these printers (the total cost-per-copy) is very high. There are also different models of printers throughout the county, which makes it challenging to support and provide lifecycle for these devices.

### 3. Policy and Procedures:

3.1 All county departments are responsible for ordering toner for any desktop printer. Each department is responsible for its desktop printers' maintenance/support contracts.

3.2 Technology Services will only order toner for the MFD printers.

3.3 MFD printers have been placed strategically throughout county departments for the use of Staff printing.

3.4 Wireless/Bluetooth printing will not be allowed or supported within the county.

a. With "Wi-Fi" printing, attackers can carry out proximity attacks and connect the printer to a malicious network to execute harmful code and connect to other devices on the network.

b. Security experts recommend turning off the wireless printing settings on all printers and disabling printing over HTTP to help secure printers on the network.

c. Wireless printers may not support the latest Wi-Fi connectivity security protocols rendering them vulnerable and at risk for attacks.

d. Out-of-date printer software and firmware create security vulnerabilities and may open them to attack.

3.5 The Technology Services Department acknowledges that county departments use desktop printers as part of their business process.

3.6 Technology Services will only consider case-by-case approval for any desktop printer in a compelling case where an office is in an isolated location that does not make an MFD economically feasible.

a. All requests to purchase desktop printers must be made through Technology Services in writing.

b. The Technology Services Department maintains a list of specifications for county departments to use as guidance to purchase desktop printers if they identify a specific need for these types of printers.

c. All printers must meet current Energy Star requirements.

d. County departments must purchase support and maintenance contracts with an approved device.

3.7 Any non-standard (MFD) must have a written justification approved by Technology Services. TSD will provide an example of options upon request.

3.8 Printers already purchased on a Grant may be kept if the Grant pays for the printer, supplies, maintenance, and repairs. Once Rockdale County Technology Services is required to pay for the maintenance and operations of the printer, The department and Technology Services will remove it from service. Technology Services will not provide support for Grant funded printers.

3.9 Scanners and devices specifically required for customer-based functions will be allowed until they are no longer needed.

3.10 Rockdale County Technology Services will not support personally purchased printers.

3.11 All county employees are encouraged/required to print their documents on MFD devices.

3.12 All printing must be done in black and white unless color is required. Staff is encouraged to use the double-sided print feature for all documents.

## D. Effective date:

Approved this ___9___ Day of ___may___

Rockdale County, Georgia
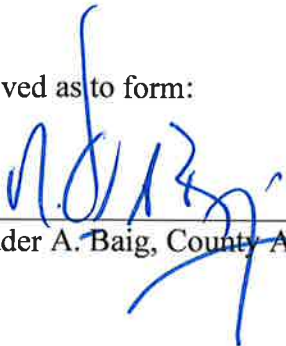Board of Commissioners

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Osborn Nesbitt, Sr., Chairman

ATTEST:

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Jennifer O. Rutledge, County Clerk/Executive Director
Government Affairs

Approved as to form:

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M. Qader A. Baig, County Attorney