



**PRINTER ACCESS AGREEMENT FORM**

First and Last Name:	
ID: <i>(student # or Personnel #)</i>	
Current Position or Role in Department:	
Start Date:	
End Date:	
Signature:	

By signing above, you agree to the following:

**GENERAL RULES:**

- All users need an account which is setup by the Business Manager for Faculty, Grad Students, Postdoc Fellows, and other visitors.
- Users are assigned a passcode for the printer and copier.
- The printer/photocopier/scanner is intended for learning and teaching only.
- All printing should be related to the business of the Department of Philosophy.
- Currently there is no charge to students for printing or photocopying.
- All printing and copying is monitored on a regular basis and any abuses of the system can lead to loss of privileges .
- Use the facilities for legitimate purposes only.
- Use the facilities with care.
- Take only your own print outs.
- Report paper jam, print quota, or print quality issues to admin staff.
- Report any irregularities to Joanne Hurley, Business Manager.

**DO :**

- Use anyone else's passcode!
- Attempt to gain unauthorized access to any printing/photocopying system.
- Use the facilities for non-coursework purposes.
- Move or relocate any equipment or accessories of the printers/photocopiers.
- Open the lock of printers/ photocopiers and take paper from trays.
- Send large print job(s) to the printers which take over 3 minutes to process; the department has authority to cancel any large (more than 90 pages) or time consuming print jobs.