



# RULES, REGULATIONS AND RESPONSIBILITIES FOR USING PRINTING/PHOTOCOPYING FACILITIES

*Please read carefully!*

## GENERAL RULES:

- All users need an account which is set up 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.

## DO:

- 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.

## DON'T:

- Use anyone else's passcode!
- Give anyone your 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.