MEMORANDUM

SUBJECT: New Print Management Software

FROM:

Director, Information Systems Program (ISP)
Office of Technical and Management Services

TO: All Region 8 Employees

Over the last few months, the Information Systems Program has been working in conjunction with GreenOps and the Union to make sure we find a positive way to reduce printing and paper use in the Region.   We are excited to highlight two key items that will help us do just that: The Paper Reduction Challenge (PRC) and Print Manager Plus Software (PMP).

What is Paper Reduction Challenge (PRC)?
The Paper Reduction Challenge, part of Region 8's participation in the Federal Green Challenge, aims to reduce paper use by 5% from March to September 2012, as compared to 2011. Leads for each ARAship, ORC, OCPI and the RA's office are engaging staff to help identify paper intensive processes, opportunities for paper use reduction and potential barriers to reducing paper use. This effort will include regular communications to employees with best practices and tips that will encourage all staff to ask the question, "Do I need to print this"? Click here for more details on this challenge and who to contact to get involved.

What is Print Manager Plus (PMP)?
Print Manager Plus is an application that will help us become better stewards of fiscal and environmental resources. By allowing us to manage our print outputs and identify print trends, we may be able to adjust our print habits for a greener print environment. By doing this, we are hoping to reduce both costly print overages and excessive use of resources.

When will PMP be installed on my computer?
It was installed behind the scenes on all Region 8 desktops including the lab in March. You should now see a new icon on your system tray. However, the software will not be activated until April 4th, at which point the software will start tracking data and will keep track of your total number of printed pages. The total page count will be reset periodically. To see what the icon looks like, click here to view our FAQ.

How will PMP affect me?

During the initial stage of application use, data will be gathered behind the scenes. The data gathered will help define future print polices and settings. Our goal is to make progress toward a greener print environment, so we will be implementing the least obtrusive restrictions as possible, at the start of application deployment. These new changes should not hinder your ability to complete your work. If you find that printing restrictions are affecting your ability to work, you may contact the R8 Service Desk to discuss your requirements.

The changes are as follows:

·   Documents not containing color should not be printed on color printers. A pop-up message will alert you to send your document to a black and white printer instead. By doing this, we save ink because color ink is used to print black and white documents on color printers.   The cost to print b/w on a color printer is 4 times as much as on a b/w printer.

·   Printing from websites identified as non-work related will not be permitted and will be blocked. For example: analysis shows a large amount of printing from sites like foodnetwork, craigslist, groupon, ESPN, and allrecipes. If a work related site is inadvertently blocked, contact the R8 Service Desk for assistance.

·   You will also become more aware of the cost of your print request. Large print jobs will trigger a pop-up telling you how much it cost to print and to confirm the print job. You will also see a running total of how much you are printing. The counter will be reset periodically.

·   You will receive a pop-up message for print requests over 50 pages asking you to consider printing the job at the first floor Copy Center, which costs considerably less to print per page. Guidance on options for using the first floor copy center will be forthcoming as ISP is working with the Infrastructure program to automate sending print jobs to the copy center.

What are print quotas and how does it affect me?

All network printers have a set number of prints it is allowed to print during a one year time frame – a quota. The quota is based on a contractual agreement of how many pages we are allowed to use within a set billing cycle. After we exceed the quota, we begin to incur expensive overages. ISP will be monitoring printers to make sure the region stays within its print limit and budget goal. Once a printer is identified as meeting or exceeding a quota, be assured **you will be notified of the following changes prior to them taking effect**:

1.   If a printer is close to meeting its quota, employees will be notified via sign on the printer and/or email that the printer restrictions will go into effect soon and to make preparations to route jobs to another printer.

2.   If a color printer has exceeded its color quota, employees will be notified via sign on the printer and/or email that the printer will be limited to print black and white only. The limitation will be lifted once a new billing cycle begins.

3. If a color printer has exceeded the quota for both color and black and white, employees will be notified via sign on the printer and/or email that it will be shut off until a new billing cycle begins.

As always, we appreciate your continued support and thank you for your patience as we continue to improve our printing environment.