

# Sustainable Printing Guidance

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1	Creation of Guidance	October 2023.

## Sustainable Printing

### 1. Purpose

- 1.1 The University is committed to minimising the environmental impact of printing. This guidance document defines the governance and use of its multifunctional devices (MFDs) printer estate and also the sustainability guidelines that should be followed in order to minimise the use of paper and the negative impact unnecessary printing can have on the environment.

### 2. Scope

- 2.1 The guidance applies to the centrally managed fleet of multifunctional devices (MFDs) and their use by all Staff of the University, for both administrative and academic use.
- 2.2 Students can access printing, copying, and scanning services through MFDs located in libraries and various open access student areas. These services incur charges and are managed independently.

### 3. Governance

- 3.1 In order to operate efficiently, the University must ensure its assets are procured, deployed, and managed effectively, with all MFDs managed centrally under a single contract.
- 3.2 Regular reviews are undertaken to ensure that the MFD estate is appropriately located to provide the best possible access for all users.

### 4. Printer Use

- 4.1 All MFDs are accessed using ID card authentication, which allow the flexibility to print anywhere

on campus or on other University sites. This also minimises paper waste and enables secure and confidential printing by only releasing the print job when at the device.

- 4.2 In order to reduce paper use, energy consumption and Co2 emissions, devices are set to maximum power saving configurations as well as defaulted to A4, black and white and double sided. The user can override those defaults for jobs where A3, colour print or single sided are required.
- 4.3 Under no circumstances should devices be moved by University staff, nor should staff request configuration changes directly to on-site supplier engineers.

## **5. Printing Guidelines**

- 5.1 Before printing, staff should always consider whether a paper copy is necessary.
- 5.2 To minimise the environmental impact, the cost to the University, and the security and confidentiality risks, the following recommendations should also be followed:
  - 5.2.1 Use electronic communications by default.
  - 5.2.2 Hold and share all files in electronic format only.
  - 5.2.3 The University discourages routine printing for teaching and learning purposes, except where absolutely necessary and provides a range of digital learning technologies to support electronic engagement with students.
  - 5.2.4 Ensure agendas and all associated meeting documentation are distributed electronically in advance and are displayed on a projection screen where possible.
  - 5.2.5 Do not print out meeting documentation unless strictly necessary.
  - 5.2.6 Review and edit files on screen rather than on paper.
  - 5.2.7 Use digital signatures rather than print, sign, and scan.

- 5.2.8 Print using the A4, black and white and double-sided defaults unless strictly necessary.
- 5.2.9 Provide memos, documents, reports, and briefings digitally.
- 5.2.10 Use digital forms and processes rather than paper.

## **6. The Gatehouse Printing Services**

- 6.1 The Gatehouse is the University's dedicated design, print and binding service and should be used for all high-volume printing.
- 6.2 The service is available to academic and support departments as well as student and commercial enterprise.
- 6.3 Services available from the Gatehouse include high volume, multiple copy printing and/or high quality or specialist finishing facilities. The Gatehouse operates a team of highly trained and dedicated print and finishing operators who can produce high quality print and bound publications.
- 6.4 Printing requests must be sent to The Gatehouse electronically, ideally in PDF format. The Gatehouse is happy to help with any job, however small, but should be particularly used for the following:
  - 6.4.1 All mono or colour print jobs over 50 sheets.
  - 6.4.2 All print jobs requiring specialist finishing or binding, such as stapling a magazine, glue-binding a paperback book, or plastic comb or wire binding.
  - 6.4.3 All print jobs requiring different coloured stocks as in a lot of workbooks or print jobs requiring inserts or mail merge.
  - 6.4.4 The Gatehouse is also the preferred printer for exam scripts, where it operates a secure and confidential service for Schools.



## **7. Help And Support**

- 7.1 For further information on printing, visit the [Print, Copy & Scan Help Page](#).
- 7.2 For design and print services, contact [Gatehouse Printing Services](#).
- 7.3 For further information on using electronic educational tools, visit the [Support Area on Moodle](#).
- 7.4 For all other assistance, contact the [IT Help Desk](#).

## **8. Review**

- 8.1 This guidance document will be reviewed every three years or as required.