

# Information Technology Standards

## Shared Network Printer Standards

**IT Standard Issued:** 7/18/2008

**Supersedes:** New Standard

**Responsible Executive:** HSC CIO

**Responsible Office:** HSLIC User Support

**Contact:** For questions about this standard, please contact HSC User Support at 272-1694.

**Summary of Standard:** In an effort to manage the total cost of ownership (TCO) of printers at the Health Sciences Center (HSC), the purpose of this standard is to reduce the cost associated with managing, maintaining, and supporting a wide variety of printers at the HSC while providing the most cost efficient, ease of use, management and maintenance of printers. This standard also exists to address HIPAA compliance and ensures printing from the Cerner electronic medical record system. This standard applies to only the basic printing environment at the HSC and does not apply to large copier/fax/scan devices or multifunction devices.

**Who is Affected by this Standard:** All HSC faculty, staff, and students as well as vendors, contractors or any other affiliates who print documents from central HSC or UNMH systems.

**Why We Have this Standard:** The purpose of this standard is to provide guidelines for the appropriate purchasing and use of printers at the HSC. This standard may also be used for technology support to assist in the planning of printing resources for new or remodeled spaces.

### Standards:

#### I. General Guidelines for the Purchase and Use of HSC Printers (Black and White or Color Printers)

- Printers that are purchased for use at the Health Sciences Center should be Work-Group (Multi-User) printers and not stand-alone desktop printers.
- All printers should have an internal network adapter to connect to the HSC network and use direct IP printing so the printer will be able to print from Cerner.
- In order to print from Cerner, printers and their associated drivers must be able to emulate the HP LaserJet 4 or HP LaserJet 5 and be connected to the network.
- Printing prescriptions from EasyScript must be approved by UNMH IT and use the approved watermarked paper from a locked location.
- Printers should use laser technology, not inkjet technology, to reduce the amount of money spent on consumable supplies.
- Whenever possible, purchase printer models that share cartridges (ie. Dell 5210 and Dell 5310) so the number of additional cartridges in inventory can be reduced.
- Whenever possible, purchase printers with duplex units so two sided printing can be used to save paper.
- Printers should be purchased with at least a three year warranty in which repairs can be made to the device during its useful life span since there is no HSC printer repair support available.

- Quotes for standard printers can be found at <http://hsc.unm.edu/library/usersupport/quotes.shtml>

### **Exceptions**

Specific circumstances will exist in which this standard may not apply. The following exceptions are currently accepted but are still subject to HIPAA regulations:

- Devices that have internal hard drives
- Multifunction devices that scan, fax, and email
- Large scale devices (ie. Xerox, Canon, Ricoh)
- Printing sensitive information
- Employee accommodations
- Absence of network connections

**Website Address for this Standard:** <http://hsc.unm.edu/library/usersupport/printing.shtml>

### **Related Documents:**

HSC: HSC Support Standards, KMIT IT Standards Document

### **Contact information**

For information on this policy, please contact:

#### **Manager, User Support**

Rick Adcock  
MSC09-5100  
272-9821

#### **HSC CIO**

Dr. Holly Buchanan  
HSC Chief Information Officer  
272-2548