UNM HEALTH SCIENCES CENTER

Information Technology Standards

Shared Network Printer Standards

IT Standard Issued: 7/1/2008
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. 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; employees of the University Medical Group UMG; .as well as vendors, contractors or any others who print documents at the HSC.

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. The standard addresses HIPAA compliance and ensures printing from the Cerner electronic medical record system. This standard also provides for the most cost efficient, ease of use, management, and maintenance of printers.

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.

- Printers and their associated drivers must be able to emulate the HP LaserJet 4 or HP LaserJet 5 and be connected to the network to print from Cerner.

- Printers should use laser technology and 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.

- 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 https://hsc.unm.edu/about/cio/user-support/support/workstation-printer-purchases.html

Exceptions

Specific circumstances will exist in which this standard may not apply.   Devices that have internal hard drives; multifunction devices that scan, fax, and email; and large scale devices (ie. Xerox, Canon, Ricoh) are exceptions to this standard but are still subject to HIPAA regulations. Other examples of this type of exception include: printing sensitive information, employee accommodations, or an absence of network connections.

Website Address for this Standard: https://hsc.unm.edu/about/cio/user-support/support/standards-based-computing.html

Related Documents:

HSC: HSC Support Standards, KMIT IT Standards Document

Contact information
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