

Managed Print Best Practices

Centralized Printing

All printing, copying and scanning should be centralized and completed on shared multifunctional devices

Settings

Default print settings should be standardized to duplex, black and white- and the Energy Star Setting

Authorization

All devices should come from approved single vendor and devices are networked

Phase-Out

Hardwired (USB Connection), single-function devices and single user devices and/or unnecessary or underutilized multifunction devices will be removed or repurposed

Conserve Color

Color printing should be restricted to essential business needs

Security

Printers will be secured and require users authentication either through secure print or Papercut

New Devices

Replacement or new multifunction devices will be based on data collected from Milner and the business need