

**Charlotte Public Schools  
Printer & Copier Use Guidelines  
2005**

**GALEWOOD, PARKVIEW, WASHINGTON, WEYMOUTH SCHOOLS**

In an effort to preserve the life of district printers and copiers and contain costs, the District Technology Committee has developed the following chart to help you determine the best way to print information or materials that you need.

<b>Type of Printing</b>	<b>Recommended Use</b>	<b>Type of Ink</b>	<b>Cost per page</b>	<b>Other</b>
Central Copy	Large Volume 5+ copies	B & W	.015 - .019	
Building Office Copier	Single copy of few pages	B & W	.024 - .027	Limit of 200 pages/month
Building Network Laser Printer (in Teacher's work room)	Single copy to use or send to Central Copy	B & W	.03 - .04	Student Progress Reports
Computer Lab Laser Printer	Single Copy	B & W	.03 - .04	
Computer Lab Color Printer	Single Copy	Color	.10 - .15 at 25% coverage	Use purchased colored border paper for certificates, etc.
Classroom Desk Jet	Single Copy	B & W	.06 - .10	
(printer has limited life expectancy)	Single Copy	Color	.20 - .30	

The District **cannot support** printing **multiple color pages** for newsletter, flyers, classroom notices, certificates, etc.