

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

**HIGH SCHOOL**

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>
Duplo copier in Staff workroom	Multiple copies of 25 pages or more	B & W	.015 - .019	2 machines available
Network copier in Main Office	Multiple copies of 25 pages or less	B & W	.016 - .018	
Building Office Copier	Single copy of a few pages	B & W	.024 - .027	Limit of 200 pages per month
Building Network Laser Printer in Media Center, Staff Lounge or Computer Lab	Single Copy for use or copy to use for Duplo copy options	B & W	.03 - .04	Student Progress Reports
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 newsletters, flyers, classroom notices, certificates, etc.