

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

MIDDLE 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.

Type of Printing	Recommended Use	Type of Ink	Cost per page	Other
Duplo copier in Staff workroom	Multiple copies of 25 pages or more	B & W	.015 - .019	2 machines available
Network copier in Staff workroom	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 Staff Plan Room or Computer Labs	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 @ 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.