

EPCSE Computer, Printer, & Copier Policies 2011 *(revised 9/13/11)*

FYI

- **As newer computers become available, older student office computers will be replaced.** Due to limited funding, we may not always be able to provide the latest and greatest computer equipment.
- It is highly recommended that any personal information stored on department computers be backed up. If the computer crashes, the data may not be retrievable. Most students across campus are encouraged to use USB Flash Drives and University-issued PASS or U-Drive space. For more information on PASS, visit the following website: <http://aset.its.psu.edu/ait/storagespace.html>.

Policies:

1. **Computers are to be left where they have been placed in the state in which they were placed. Computers placed in the offices are for everyone's use regardless of on whose desk they reside.**

Computers are placed on student desks with letters corresponding to the desk to which they are assigned. Do **NOT** move or reconfigure the computers or attached equipment. Do **NOT** attempt to download software or reconfigure the operating systems. Do **NOT** attempt to remove computer parts or replace them. Doing such can damage the computer. If you need specific software or hardware on your computer or if your computer needs to be moved, see Laura Zimmerman (laz6@psu.edu) in 125 CEDAR.

2. **Offices supplied with a central network laser printer and/or ink jets are for departmental use ONLY!!!** Do NOT use departmental printers for your thesis or large personal graphics!!! Ink and toner are expensive, so use the printers wisely. Replacement cartridges must be requested through your Professor-in-Charge or grant supervisor by using a Supply Request (found in 226 or 125 CEDAR). Due to the expense of replacement ink/toner, unless you are working for a grant that pays for replacement supplies, we will replace up to 2 ink cartridges or 1 toner cartridge per semester. Anything beyond that is considered excess use.
3. **Department computer equipment that is not functioning properly should be reported to ETC (Work Request Form).** Jobs will be referred to the Educational Technology Center or outsourced, which may cause a delay in repair. Please be patient.
4. **It is the student's responsibility to supply his/her own paper for office printers.** The department will supply EPCSE TAs and GAs with paper, which should be requested by using a Supply Request sheet provided in 125 and 226 CEDAR. GAs are required to obtain a signature on Supply Request forms from their faculty supervisor.
5. **ECPSE TAs may request a copier code from Laura Zimmerman to use the mail-room copier.** Please use this copier for emergencies only and keep copies to 25 pages or less. All non-emergency copies must be routed through the Department via a Work Request sheet. Allow 2 working days for reproduction of small jobs (25 pages or less); 5 or more days for large/involved jobs. Keep in mind that all jobs cannot be emergencies and we do check copier logs! Copying that becomes excessive on the mail room copier may result in loss of copier privileges.

Failure to abide by these guidelines WILL result in forfeiture of office space!!

Thank you for your anticipated cooperation and have a great year!

