

# Copier Management

## FT\_IT\_UT\_10

Responsible Officer

Rick Snider

Responsible Office

IT

Approval Date

2019-11

Re-evaluation Date

2021

### **Policy Statement**

Carolina University provides copiers and other multi-function devices (MFDs) for the use by CU employees and students.

### **Policy Procedures**

#### **Employees**

CU employees should only use CU copiers and MFDs for university business. When printing to remote devices, employees should exercise care to not compromise protected information to unauthorized employees or students.

#### **Students**

CU provides copiers for student use in the George Manuel Library and the Student Center. Students are not charged for black and white (b/w) printouts, and should thus refrain from using b/w copier services for personal, non-educational purposes. Color services are provided by the library on a pay-per-page basis, and can be utilized for educational or personal copying needs.