

Department of Ethnic Studies (DES)
Print, Copy, and Scan Policy and Instructions
Faculty/Students/Staff
Updated August 16, 2018

The Department will issue a password for you, which is to be used when signing into the copier each time you need to use it for copying, printing, faxing or scanning. You will also be set up to use your laptop and/or desk computer to be able to print wireless from your office. In order to set an appointment with Office of Information Technology (OIT), you will need to contact the department administrative assistant and have your schedule of when you can meet with an OIT representative, as they will require access to your computer/laptop. The department policy is to not print in color, unless the color is germane to the documents understanding, as it costs the department considerably more to print in color, which we get billed for at the end of each month. For this reason, all printing will be set up with a default to print black and white copies. On some printing, such as with PDF, you may need to manually select to print black and white. To do this you must do the following:

MS documents:

- In dropdown with OUTLOOK, select QUALITY, then select color to GRAY SCALE

For ADOBE:

- Select PRINTER tab at bottom of page. Select YES. In LAYOUT tab, scroll down and select Quality. In Select Color tab, select GRAY SCALE

It is advisable not to come in to do large print jobs just before you need them for class, as during the semester, the copier can be very busy, and not available right away.

If possible, to cut down on paper and cost, and to be more of a green department, when possible, please post handouts on D2L or Canvas instead of providing hard copies to the class. This is especially important for large classes, as the cost for printing for every student can be costly. The Campus provides a service for students to print hard copies of assignments and non-teaching related requests. For information on that service, click [here](#).

The office of Ethnic Studies (KTCH 184) is available to print, copy, or scan any course related work pertaining to the Ethnic Studies Department for members who are teaching during the current semester.

We accept requests regarding:

- syllabi
- quizzes
- exams
- class handouts

****Please submit all copying, printing, and scanning requests require at least *48 business hours* prior to the date they are needed. This is important as we have a set schedule for our student assistants, and will schedule the printing/scanning jobs for when our students are available, and for times that do not tie up the printer during peak usage.**

We DO NOT print:

- class rosters
- student assignments
- personal assignments or research

For jobs that go beyond normal printing/scanning (ie., large print jobs, folding or cutting) we will require additional time depending on the requests or we will send them out to the University Imaging Services in the UMC.

Printing Requests

Please send an email to **ETHN OFFICE**, ETHNoffice@colorado.edu with the following:

- attach documents you would like to be printed
- the number of copies required
- the date the work is needed
- if the work is confidential and should be placed inside an envelope
- any other instructions (color paper, double-sided, stapled, etc.)

Copying and Scanning Requests

Please bring what you would like copied/scanned into the office and fill out a Copy Request Form. Leave the form and the hardcopy in the Copy Basket in the mail room. *The department will abide by US copyright laws, which have been adopted by the University Libraries, limiting the scanning or printing of a book to no more than 25% of its contents.*

All work will be returned to your faculty or grad student mailbox.

ETHN OFFICE, ETHNoffice@colorado.edu will send a message to your colorado.edu email when the request has been completed.