SAINT MARY'S UNIVERSITY SINCE 1802

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Name:	**Printing & Duplicating Services – Convenience Photocopiers**
Policy Number:	2-4006
Origin:	Facilities Management
Approved:	1 March 1993
Issuing Authority:	Senior Director, Facilities Management
Responsibility:	Director, Housing & Conference Services
Effective Date	2020-JAN-21
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GENERAL

Each department is assigned the use of a photocopier. In some instances the copier is used exclusively by one department; in other instances the unit is shared by multiple areas. Where units are shared, access is made by using a department code assigned by Procurement Services. A backup machine is also assigned for use if the primary copier is out of order.

KEY OPERATOR

Each copier has a key operator associated with it. Key operators are University employees who work in close proximity to the machine and who have agreed to assist with routine issues like paper jams, toner replacement and maintaining paper supply. Key operator contact information should be posted at each machine.

SERVICE

Service problems should be reported immediately to the key operator; **end users should not attempt to fix the copier as this could void the warranty.** Repairs required as a result of abuse or the use of non-compatible supplies will not be covered under warranty and will be charged to the responsible department.

TRAINING

Training for users is available on an individual or group basis. Please contact the Manager, Procurement Services for information and scheduling.

SUPPLIES

The key operator is responsible to ensure that sufficient copier supplies are on hand. Only bond paper and compatible transparencies should be used. Please check with the key operator for further information.

STUDENTS

Students are not permitted to use the University's fleet of convenience copiers for personal use. Students may use the Print Centre or the copiers provided for their use in the library and various locations across campus.