



1595 Wynkoop Street  
DENVER, CO 80202-1129  
Phone 800-227-8917  
<http://www.epa.gov/region08>

Ref: TMS-ISP

## **MEMORANDUM**

**SUBJECT:** Desktop Printer Ink Cartridges Policy & Voluntary Printer Turn-in

**FROM:**

Acting Director, Information Systems Program  
Office of Technical & Management Services

**TO:** Desktop Printer Owners

You are receiving this memo because our records show that you have a desktop printer attached to your PC. Region 8 is taking steps to reduce the number of desktop printers for many reasons. Some of which are:

- 1) To reduce energy use from electronic equipment;
- 2) To encourage greater use of multi-function printers (MFPs) because they are more efficient, print double sided, and cost less per page to print;
- 3) To reduce the cost of maintaining equipment in the office.

At this time we are asking all users of desktop printers to **voluntarily** give up their desktop printer. A few factors for you to consider in making this decision include the following:

- 1) If you have a desktop printer because you frequently print confidential information, the MFPs have a feature whereby you can send a print job to the MFP but it won't print until you are standing at the printer and enter a Personal Identification Number (PIN). Instructions for setting up your 4-digit PIN and using this feature are attached. Many employees currently use this feature and feel that it is an easy and effective way to print confidential information. Click [here](#) for instructions.
- 2) The Information Systems Program (ISP) does not provide maintenance for desktop printers so if your printer stops working, it will be disposed of.
- 3) Effective immediately, ISP will no longer provide color cartridges and toner for desktop printers and will only provide black ink and toner cartridges for desktop printers for which there are ten or more machines that use the same type of cartridge. If you have a printer model that falls in the under ten category, your program will be responsible for purchasing cartridges with program funds. To find out if your printer is covered for black ink only, click [here](#) to view the list of supported ink

TMS has the support of both the IT Steering Committee and the Union on this matter.