

# SON Printer Replacement Project

## Project Overview

As announced in March, we are preparing to replace all managed printers/copiers throughout the SON. This only applies to managed devices labeled with names that begin with "SON-MP" **not** personal printers some people may still have. Below are a few bullets detailing what you can expect.

- **Departments and sponsored projects will no longer be charged for printing/copying on managed devices.** Some people may have noticed that these charges had not been hitting your budgets since we returned from Covid. We have decided to continue with this approach and absorb these costs into the IT budget. Please be aware that printing and copying will still be monitored and this policy may be reconsidered if we see a significant increase in printing levels.
- New devices will all be color capable, but default to black and white.
- New devices will be significantly faster than most current devices (60-65 pages/min).
- We will be adding a printer/copier near the elevators on the 4th floor.
- Device replacements will be staggered over the next 3-5 months due to our space limitations and HP's ability to deliver them as scheduled.
- We will coordinate with departments and functional areas as replacements arrive.
- **Additional updates and instructions will be posted here as the project progresses.**

## Connecting to new printers

As new printers are brought online, it is our intent to automate the process as much as possible for all SON-managed Windows-based computers. Unfortunately, for Mac users the process will be more manual. We are still working Mac processes, but currently you will need to contact the [Help Desk](#) for assistance.

For Windows users, if a new printer is installed in your area and for some reason is not appearing in your printer list, you should be able to follow the steps below to connect to it.

1. Find your printer's network name. Should be "**MP###**"
2. In the Windows Search box, type **\\SON-Print** and press Enter
3. This should bring up a list of printers. Find the printer from Step 1.
4. Right-click on that printer and choose **Connect...** and you're done.
5. The printer should show up in your list as "**MP### on SON-Print**"

## Important Info and Known/Outstanding Issues

- The old printers appear on your computers as "**SON-MP###**" and the new printers will appear as "**MP### on SON-Print.**" Once a new printer appears on your computer, the old one might remain for a period of time. Please discontinue using the old printer as soon as the new one appears.
- SecurePrint is currently not available on the new devices. We are waiting for the JH Enterprise to complete necessary upgrades to the Pharos system. If you must perform a SecurePrint, you can still do so and retrieve it on an older device that hasn't been replaced yet.
- For the same reason, swiping to authenticate on new devices for copying will not be configured initially. You can copy without logging/swiping in for now.
- Printing on Ledger size paper (11x17) will only be available on 3 devices once they have all been replaced. They will be MP002 (S420A), MP007 (S320), MP008 (N530P)

## Device Replacement Status

### New Devices Installed/Replaced

Device	Location	Area/Function	Comment
MP002	S420a	Academic Affairs	

### Devices Scheduled Next (order in process, waiting for a delivery date)

Device	Location	Area/Function	Comment
MP004	N301	Student Printing	
MP001	Outside S101	Student Printing	Currently on Lower Level
MP003	Outside N325	Student Printing	
MP006	4th Floor Hallway	Faculty Offices/Fishbowl	new location near elevators
MP009	N421	Faculty Offices/Fishbowl	
MP013	N430	Research Suite	
MP005	N230J	Admissions	
MP010	N530BB	Research Commons	Will replace SON-MP100
MP022	N320	Faculty Suite	Will replace SON-MP101
MP023	N230F	Admissions	Will replace SON-MP102
MP024	N230E	Admissions	Will replace SON-MP103
MP025	N230G	Admissions	Will replace SON-MP104
MP017	N500	Post Docs	

### Devices Awaiting Order (sorted by probable timing)

Device	Location	Area/Function	Comment
MP007	S320	Student Affairs	
MP008	N530P	Research Commons	
MP011	N515	Dean's Office	
MP012	S507	Events/Faculty	
MP020	N530A	Research Commons	
MP018	511 N Washington	REACH	
MP019	511 N Washington	REACH	
MP014	House R312	Marketing	
MP015	House R200	Business/Finance	
MP016	House R100	Development	
MP021	Wald R206	Community Programs	