**Printing and Print Cartridges:**

**AARP Provided Printers**

The AARP National Office has established a “Consumables” program that establishes a source for printer cartridges and other consumables regularly used in the AARP Tax-Aide program. The cost for toner cartridges for printers that are on the consumables list will not be reimbursed if purchased from another source.

For information on ordering and reimbursement for cartridges, see the Policy Manual or consult with your TCS or SC.

**IRS-Provided Printers**

The IRS has provided AARP Tax-Aide with a limited number of printers. All of these are provided on a loan basis. The recipient volunteers are expected to keep and maintain the printer(s) unless requested to return them, or until they elect to leave the e-file program. TCSs and TCs may need, from time to time, to reallocate this equipment based on need and actual number of e-filed returns. Requests for any reallocated equipment should be submitted to the TCS stating the intended use and expected output. High volume sites may warrant first priority.

The IRS will provide a limited number of replacement laser cartridges for loaned printers. For both IRS- and AARP-owned printers use of re-filled cartridges is discouraged. Re-manufactured cartridges from a reputable dealer have been found to be acceptable.

**Printing and Cartridge Recommendations**

In order to use as little toner as possible while producing a printout that is readable to the taxpayer, it is recommended that printers be set to "draft" or "economy" mode. This may require some experimentation as the method of setting this mode will vary by printer. Generally, to set the printer in economy mode, get the resolution down to 300 dpi (or lower if effective). Some printers won't give an option to set the resolution so "draft" or "Fast" might be the option. The specific option of "economy" exists on some printers, but may not result in particularly readable printouts, so test this before printing for taxpayers. When networking, the setting needs to be made on EVERY computer using the printer.

When purchasing cartridges, consider that not all cartridges are created equal. "Low cost" cartridges may be "short" on toner as will some new printers with "starter" cartridges. If available, the best buy is often a high-yield cartridge even though the up-front cost may be higher.