

Printer Usage - Policy

Ver 1.0



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1. Overview

The purpose of this policy is to implement a uniform and consistent approach to the allocation, access and usage of printers for business purposes. This policy defines the acceptable behavior expected out of users and intending users of Amar Ujala

2. Purpose

The goal of this policy is to facilitate the appropriate and responsible business use of Amar Ujala's printer assets, as well as control organization's printer cost of ownership by preventing the waste of paper, toner, ink, and so on.

3. Scope

This Printer Policy applies to all employees of Amar Ujala, as well as any contract employees in the service of Amar Ujala who may be using Amar Ujala's network and equipment.

4. Policy

- 4.1 Printers are to be used for documents that are relevant to the day-to-day conduct of business at Amar Ujala. Organization printers should not be used to print personal documents.
- 4.2 Installation of standalone printers is not accepted at Amar Ujala due to the cost of maintaining and supporting many dispersed machines. In certain circumstances, however, where confidentiality, remote location, the need to print a large number of low volume print jobs, or other unusual situation is at issue, standalone printers may be allowed.
- 4.3 Do not print multiple copies of the same document – the printer is not a copier and typically costs more per page to use. If you need multiple copies, print one good copy on the printer and use the photocopier to make additional copies.
- 4.4 If you print a document, please pick it up in a timely fashion. If you no longer want it, please dispose of it appropriately (i.e. recycle).
- 4.5 If you come across an unclaimed print job, please stack it at the printer. All unclaimed output jobs will be discarded at the end of the business day.
- 4.6 Make efforts to limit paper usage by taking advantage of duplex printing (i.e. double-sided printing) features offered by some printers and other optimization features (e.g. printing six PowerPoint slides per page versus only one per page).
- 4.7 Make efforts to limit toner use by selecting light toner and lower dpi default print settings.
- 4.8 If printing a job in excess of 25 pages, please be at the printer to collect it when it comes out to ensure adequate paper supply for the job and that the output tray is not overfull (i.e. you may need to remove some of the output before the print job is finished).
- 4.9 Avoid printing e-mail messages. Instead, use the folders and archiving functionality in your e-mail application to organize and view your messages.
- 4.10 Avoiding printing a document just to see what it looks like.

- 4.11 Avoid re-using paper in laser printers, as this can lead to paper jams and other problems with the machine.
- 4.12 Many printers do not support certain paper types, including vellum, transparencies, adhesive labels, tracing paper, card stock, or thicker paper. If you need to use any of the paper types, consult with IT to find out which machines can handle these specialty print jobs.
- 4.13 Printer paper and Toner cartridges are available at respective departments.
- 4.14 If you encounter a physical problem with the printer (paper jam, out of toner, etc.) and are not “trained” in how to fix the problem, please do not try. Instead, report the problem to IT or ask a trained colleague for help.
- 4.15 Secure printing will be introduced soon.

Report any malfunction of any printing device to IT as soon as possible.

5. Policy Compliance

5.1 Compliance Measurement

The Infosec team of IT will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, remote monitoring, business tool reports, internal and external audits, and provide feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Infosec team of IT in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action as per Amar Ujala's policy

6. Definitions and Terms

Organization mentioned in the document means Amar Ujala.

7. Revision History

Date of Change	Responsible	Summary of Change
Nov 2014	IT Helpdesk Team	