**Print Management System Planning**

**Introduction:**

In the dynamic landscape of modern corporate environments, the efficient utilization of resources is paramount to sustainable business practices. As organizations continue to evolve, the significance of print infrastructure management becomes increasingly pronounced. This report outlines a comprehensive Centralized Print Management Plan tailored for Olympic Industries Limited, aimed at streamlining printing processes, reducing costs, and promoting a more sustainable and secure printing environment.

**Objectives:**

1. Facilitate Centralized Printing System
2. Individual ID and Password Protected Secure Printing
3. Ensure Printing Accountability (User’s Printing History)
4. Printing Analysis Report
5. Cost Control

**1. Facilitate Centralized Printing System:**

* Centralized printing streamlines print management by consolidating all printing activities through a centralized server. This enhances control, monitoring, and maintenance of the entire print infrastructure.
* Benefits include simplified administration, ease of troubleshooting, and the ability to implement uniform print policies across all printers.
* To implement this, we need to procure software solutions. E.g., PaperCut MF is a renowned (Ranked#1 worldwide) solution for this.
* Some printers, especially personally allocated USB-interfaced ones, may need additional hardware (e.g., print server) to make them able to connect to the network if necessary.

**2. Individual ID and Password Protected Secure Printing:**

* This will add an extra layer of security to the print environment. Users must authenticate themselves before a print job is executed.
* This eliminates unwanted print jobs and ensures that print resources are utilized only by authorized personnel.

**3. Ensure Printing Accountability:**

* Printing accountability involves tracking and assigning responsibility for print activities. This can be achieved by implementing user authentication mechanisms, ensuring that each print job is associated with a specific user.
* Accountability helps in understanding usage patterns, identifying excessive printing, and attributing costs to specific departments or individuals.

**4. Printing Analysis Report:**

* These reports detail the printing activities of individual users. This includes the number of pages printed, types of documents, and frequency of printing. The data is saved into the users’ ICT Profile.
* Such reports provide valuable insights for optimizing resource allocation, identifying high-volume users, and implementing targeted interventions for cost-effective and responsible printing.

**5. Cost Control:**

* This is the final objective. Cost control in print management involves implementing measures to minimize printing expenses. This includes setting print quotas, encouraging duplex printing, and adopting policies to reduce unnecessary or wasteful printing.
* Effective cost control contributes to budgetary savings and aligns with sustainability goals by minimizing resource consumption.

These points collectively contribute to the development of a robust print management plan. By implementing the objectives, the organization can foster an efficient, secure, and cost-effective print environment.

**Present Print Environment Overview:**

**Shared Network Printers:** Network printers are positioned strategically, mostly department-wise in common areas, facilitate collaboration and efficient access for all employees. These printers handle the diverse printing needs of teams working collaboratively on projects, reports, etc.

**Executive Printers:** Desk printers are allotted to higher officials; these printers are distributed among key decision-makers and department heads as well as some special-need areas such as cheque print, etc. This ensures a swift and confidential printing process for sensitive documents, reports, and strategic plans. 1 printer is in ICT stock as the user resigned recently.

**Specialized Printers:**

**Dot Matrix Printer:** Dot Matrix printers nestled in the Delivery and VAT department practically runs 24/7 and the one at the Head Office Share department is used heavily during the dividend distribution season. Its sturdy and reliable mechanisms churn out documents efficiently, ensuring accurate and prompt print delivery.

**Card Printer:** Positioned strategically in the ICT, HR, and Field Force department throughout the plants, the card printer assumes a vital role in generating Employee ID cards. With an extensive workforce spanning the Head Office, Factories, and Field Force Services, these printers contribute to a streamlined identity management process.

**Photocopiers:** To fulfil the official document copying needs, photocopiers are situated in the busiest areas.

**Printer Distribution Summary (Total Numbers in All Locations):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Table 01: Plant-wise Printer Distribution Summary (All Locations) | | | | | | |
| Sn# | **Plant** | **Common Printer** | **Executive Printer** | **Specialized Printer** | **Photocopier** | **Remarks** |
| 1 | Head Office | 15 | 23 | 02 | 03 | **Location Total = 43** |
| 2 | Lolati Factory | 12 | 15 | 08 | 01 | **Location Total = 36** |
| 3 | Keodhala Factory | 11 | 7 | 5 | - | **Location Total = 23** |
| 4 | Kutubpur | 11 | 03 | 02 | - | **Location Total = 16** |
| 5 | Tripti | 01 | 03 | 02 | - | **Location Total = 06** |
| Total | | **50** | **51** | **19** | **04** | **Grand Total Device = 124** |

**Printer Distribution in Head Office:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table 02: Personally Designated Printers (Head Office) | | | | | | | | |
| Sn# | **ICT Asset ID.** | **Comp. ID.** | **Brand** | **Model** | **User ID.** | **Current Username** | **User Desg.** | **User Dept.** |
| 1 | ICT-PT-06 | PT-06 | HP | DeskJet 2050 | U-334 | Mr. Samad Miraly | Executive Director | Management |
| 2 | ICT-PT-101 | PT-101 | HP | Laser 107W | U-334 | Mr. Samad Miraly | Executive Director | Management |
| 3 | ICT-PT-07 | PT-07 | Canon | LBP Laser Shot 6030 | U-49 | Mr. Enamul Kabir Miah | Add. General Manager | Internal Audit |
| 4 | ICT-PT-09 | PT-09 | HP | LaserJet Pro P1102 | U-11 | Mr. Gopal Chandra Saha | Dep. Manager | Secretariat-3 |
| 5 | ICT-PT-10 | PT-10 | HP | LaserJet Pro P1102 | U-13 | Mr. Satya Ranjan Mondal | General Manager | Accounts & Finance |
| 6 | ICT-PT-11 | PT-11 | HP | LaserJet Pro P1102 | U-15 | Mr. Syed Kamrul Islam | Dep. General Manager | Accounts & Finance |
| 7 | ICT-PT-12 | PT-12 | HP | LaserJet Pro P1102 | U-24 | Mr. Shakil Ahmed Reza | Deputy Manager | Accounts & Finance |
| 8 | ICT-PT-13 | PT-13 | HP | LaserJet Pro P1020 | U-25 | Mr. Monzur Ahmed (Sumon) | Senior Executive | Accounts & Finance |
| 9 | ICT-PT-16 | PT-16 | Canon | LBP 6030 | U-33 | Mr. Md. Rafiqul Islam | General Manager | HR |
| 10 | ICT-PT-18 | PT-18 | Canon | LBP 6030 | U-17 | Mr. Mohammad Tanvir Anam | Deputy General Manager | Accounts & Finance |
| 11 | ICT-PT-19 | PT-19 | Epson | InkTank L3110 | U-50 | Mr. Rezaul Hoque | Dep. Manager | Internal Audit |
| 12 | ICT-PT-20 | PT-20 | HP | LaserJet Pro P1102 | U-55 | Mr. Mohammad Ala Uddin | Asst. General Manager | Purchase & Procurement |
| 13 | ICT-PT-25 | PT-25 | HP | LaserJet Pro P1102 | U-72 | Mr. Kamaruzzaman | Assistant Manager | Export |
| 14 | ICT-PT-27 | PT-27 | EPSON | L1800 Ink Printer | U-85 | Mr. Biplob Kumar | Creative Assistant Manager | Brand & Marketing |
| 15 | ICT-PT-89 | PT-89 | HP | Laser 107W | U-282 | Mr. Saiful Islam | General Manager | Supply Chain |
| 16 | ICT-PT-14 | PT-14 | HP | LaserJet Pro P1102 | U-16 | Mr. A S M Monjurul Hasan | Asst. General Manager | Accounts & Finance |
| 17 | ICT-PT-102 | PT-102 | Epson | L1300 A3 Color | U-58 | ICT Stock | Resigned (Mr. Mahfuzur) | ICT |
| 18 | ICT-PT-104 | PT-104 | HP | LaserJet Pro P1020 | U-18 | Mr. Mohammad Ali Asgour | Deputy Manager | Accounts & Finance |
| 19 | ICT-PT-105 | PT-105 | HP | LaserJet Pro P1102 | U-102 | Mr. Abdul Mannan | Executive | Field Force |
| 20 | ICT-PT-106 | PT-106 | Canon | LBP6030 | U-73 | Mr. Imdadul Haque | General Manager | Sales & Marketing |
| 21 | ICT-PT-107 | PT-107 | HP | LaserJet Pro P1102 | U-309 | Mr. Istiaque Haider | Deputy Manager | Accounts & Finance |
| 22 | ICT-PT-108 | PT-108 | Canon | LBP6030 | U-107 | Mr. Pronobesh Haldar | Asst. General Manager | MIS |
| 23 | ICT-PT-118 | PT-118 | Samsung | ML1860 | U-14 | Mr. Shamsul Alam | Dep. General Manager | Accounts & Finance |
| 24 | ICT-PT-17 | PT-17 | HP | LaserJet Pro P1102 | U-45 | ICT Stock | Resigned (Mr. A. Hakim) | ICT |

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| Table 03: Common Printers (Head Office) | | | | | | | | |
| Sn# | **ICT Asset ID.** | **Comp. ID.** | **Brand** | **Model** | **User ID.** | **Current Username** | **User Desg.** | **User Dept.** |
| 1 | ICT-PT-01 | PT-01 | HP | LaserJet Pro-M402dn | U-345 | Share Common - 6th Floor | - | Share |
| 2 | ICT-PT-03 | PT-03 | HP | LaserJet Pro-401n | U-287 | ICT Support - 6th Floor Common (Ambee) | - | ICT |
| 3 | ICT-PT-05 | PT-05 | HP | LaserJet Pro-M402n | U-4 | Mr. Md. Nasim Uddin | Manager | Corporate Affairs |
| 4 | ICT-PT-109 | PT-109 | HP | LaserJet Pro-M402n | U-335 | HOF1 Accounts Common - 6th Floor | - | Accounts |
| 5 | ICT-PT-110 | PT-110 | HP | LaserJet Pro-M402n | U-336 | HOF1 Accounts Common - 4th Floor | - | Accounts |
| 6 | ICT-PT-111 | PT-111 | HP | LaserJet Pro-M402n | U-337 | HOF1 HR Common - 6th Floor | - | HR |
| 7 | ICT-PT-112 | PT-112 | HP | LaserJet Pro-M402n | U-338 | HOF1 Mkt Common - 5th Floor | - | Marketing |
| 8 | ICT-PT-113 | PT-113 | HP | LaserJet Pro-M402n | U-339 | HOF1 Import Common - 6th Floor | - | Import |
| 9 | ICT-PT-114 | PT-114 | HP | LaserJet Pro-M402n | U-340 | ICT Stock | Resigned (R&C) | ICT |
| 10 | ICT-PT-115 | PT-115 | HP | LaserJet Pro-M402n | U-341 | HOF1 SAP Common - 4th Floor | - | SAP |
| 11 | ICT-PT-116 | PT-116 | HP | LaserJet Pro-M402n | U-342 | HOF1 Ext. Audit Common - 4th Floor | - | Ext. Audit |
| 12 | ICT-PT-117 | PT-117 | HP | LaserJet Pro-M402n | U-343 | HOF1 MIS Common - 2nd Floor | - | MIS |
| 13 | ICT-PT-15 | PT-15 | Canon | LBP 6030 | U-344 | Admin Common - 6th Floor | - | Admin |
| 14 | ICT-PT-103 | PT-103 | HP | LaserJet Pro M12W | U-40 | ICT Department | - | ICT |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Table 04: Specialized Printers and Photocopier (Head Office) | | | | | | | |
| Sn# | **ICT Asset ID.** | **Comp. ID.** | **Brand** | **Model** | **Current Username** | **User Dept.** | **Remarks** |
| 1 | ICT-PT-23 | PT-23 | Epson | LQ2190 | Share Department Dividends Print | Share | 6th Floor Share |
| 2 | ICT-PT-119 | PT-119 | Zebra | ZC300 Color Card Printer | Field Force Department Card Print | Field Force | 5th Floor Sales |
| 3 | ICT-PC-02 | PC-02 | Toshiba | E-STUDIO 3018A | All Head Office | All |  |
| 4 | ICT-PC-04 | PC-04 | Canon | IR-2525 | Sales Department | Field Force |  |
| 5 | ICT-PC-05 | PC-05 | Canon | IR-2525 | MIS Department | All |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Table 05: Floor-wise Printer Distribution Summary (Head Office) | | | | | | |
| Sn# | **Floor** | **Common Printer** | **Executive Printer** | **Specialized Printer** | **Photocopier** | **Remarks** |
| 1 | 2nd Floor | 01 | 01 | - | 01 | - |
| 2 | 4th Floor | 03 | 07 | - | - | - |
| 3 | 5th Floor - Marketing | 02 | 02 | - | - | - |
| 4 | 5th Floor - Sales | - | 02 | 01 | 01 | Includes 1 ID Card Printer |
| 5 | 6th Floor | 08 | 10 | 01 | 01 | Includes 1 Dot Matrix |
| 6 | In Stock | 01 | 01 | - | - | From Resigned Employees |
| Total | | **15** | **23** | **02** | **03** | **Total Device = 43** |

**Printer Distribution in Lolati Factory:**

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| Table 08: Common Printers (Lolati Factory) | | | | | | | | |
| Sn# | **ICT Asset ID.** | **Comp. ID.** | **Brand** | **Model** | **User ID.** | **Current Username** | **User Desg.** | **User Dept.** |
| 1 | ICT-PT-65 | PT-65 | HP | LaserJet Pro M402n | U-226 | Mr. Sajedul Islam | Manager | HR |
| 2 | ICT-PT-62 | PT-62 | HP | LaserJet Pro P1102 | U-222 | Mr. Khurshed Alam (Weight Scale 1) | N/A | Admin |
| 3 |  |  | HP | LaserJet Pro M402dn | U-140 | Mr. Rezaul Karim | DGM | Accounts |
| 4 | ICT-PT-68 | PT-68 | HP | LaserJet Pro M401n | U-287 | ICT Office | N/A | ICT |
| 5 | ICT-PT-56 | PT-56 | HP | LaserJet Pro M402dn | U-207 | Mr. Mahbubul Alam | Sr. Manager | Store |
| 6 | ICT-PT-59 | PT-59 | Canon | LaserShot LBP3150 | U-214 | Mr. Rezaul Karim Khan | Manager | Engineering |
| 7 | ICT-PT-69 | PT-69 | Samsung | ML1866 | U-234 | Mr. Noor Hossain Rony | Sr. Officer | Production |
| 8 | ICT-PT-64 | PT-64 | Canon | LBP6030 | U-225 | Mr. Aliullah Shekh | Asst. Manager | Admin |
| 9 | ICT-PT-55 | PT-55 | HP | LaserJet Pro M402dn | U-201 | Mr. Sharif Uddin | Manager | Distribution |
| 10 | ICT-PT-49 | PT-49 | HP | LaserJet Pro M501dn | U-197 | Mr. Nazir Ahmed (For delivery office) | DGM | VAT & Delivery |
| 11 |  |  | HP | LaserJet Pro M501dn | U-197 | Mr. Nazir Ahmed (For VAT office) | DGM | VAT & Delivery |
| 12 |  |  | HP | LaserJet 1020 Plus |  | Weight Scale 2 | N/A | Admin |

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| Table 06: Personally Designated Printers (Lolati Factory) | | | | | | | | |
| Sn# | **ICT Asset ID.** | **Comp. ID.** | **Brand** | **Model** | **User ID.** | **Current Username** | **User Desg.** | **User Dept.** |
| 1 | ICT-PT-61 | PT-61 | Epson | L3110 | U-222 | Mr. Khurshed Alam | Manager | Admin |
| 2 | ICT-PT-67 | PT-67 | HP | Smart Tank 515 | U-226 | Mr. Sajedul Islam | Manager | HR |
| 3 | ICT-PT-63 | PT-63 | Epson | L3110 All-in-One Ink | U-224 | Mr. Jewel Fakir | AGM | Admin |
| 4 | ICT-PT-31 | PT-31 | HP | DeskJet GT 5820 | U-235 | Mr. Kazi Mohiuddin | DGM | Operation |
| 5 | ICT-PT- | PT- | HP | LaserJet Pro M12w | U-334 | Mr. Samad Miraly | ED | Operation |
| 6 | ICT-PT-58 | PT-58 | HP | Ink Tank Wireless 415 | U-212 | Mr. Abdur Rob Khan | Sr.GM | Engineering |
| 7 | ICT-PT-57 | PT-57 | Epson | EcoTank L1300 | U-212 | Mr. Abdur Rob Khan (For A3 Print) | Sr.GM | Engineering |
| 8 | ICT-PT-70 | PT-70 | Epson | L3110 All-in-One | U-174 | Mr. Syed Ibrahim Ali | DGM | Production |
| 9 |  |  | HP | LaserJet 107a |  | Mr. Siddikur Rahman | DGM | QAD |
| 10 | ICT-PT-60 | PT-60 | Canon | LBP6030 |  | Mr. Partho Sharathi Dhar | Sr. Manager | QAD |
| 11 |  |  | Canon | LBP3150 |  | Mr. Mahamudul Hasan | Dep. Manager | Production |
| 12 |  |  | Canon | LBP6030 | U-197 | Mr. Nazir Ahmed | DGM | VAT & Delivery |
| 13 |  |  | HP | LaserJet Pro P1102 |  | Mr. Sharif Uddin | Sr. Manager | Distribution |
| 14 |  |  | HP | Laser 107w | U-299 | Mr. Atikur Rahman | Manager | VAT & Delivery |
| 15 |  |  | HP | LaserJet Pro P1102 | U-276 | Mr. Golam Mostafa | AGM | Plastic |

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| Table 07: Specialized Printers and Photocopier (Lolati Factory) | | | | | | | |
| Sn# | **ICT Asset ID.** | **Comp. ID.** | **Brand** | **Model** | **Current Username** | **User Dept.** | **Remarks** |
| 1 | ICT-PT-100 |  | Epson | LQ-2190 | Mr. Nazir Ahmed (For Deli)- 1 | VAT & Delivery | These Dot Matrix printers are used exclusively for the Delivery Challan. |
| 2 |  |  | Epson | LQ-2190 | Mr. Nazir Ahmed (For Deli)- 2 | VAT & Delivery |
| 3 |  |  | Epson | LQ-2190 | Mr. Nazir Ahmed (For Deli)- 3 | VAT & Delivery |
| 4 |  |  | Epson | LQ-2190 | Mr. Nazir Ahmed (For Deli)- 4 | VAT & Delivery |
| 5 | ICT-PT-50 | PT-50 | Epson | LQ-2190 | Mr. Nazir Ahmed (For VAT)- 1 | VAT & Delivery | These Dot Matrix printers are used exclusively for the VAT Challan. |
| 6 | ICT-PT-52 | PT-52 | Epson | LQ-2190 | Mr. Nazir Ahmed (For VAT)- 2 | VAT & Delivery |
| 7 | ICT-PT-53 | PT-53 | Epson | LQ-2190 | Mr. Nazir Ahmed (For VAT)- 3 | VAT & Delivery |
| 8 | ICT-PT-54 | PT-54 | Epson | LQ-2190 | Mr. Nazir Ahmed (For VAT)- 4 | VAT & Delivery |
| 9 | ICT-PC-01 | PC-01 | Toshiba | E-Studio 3018a | All Users | All Departments | 1 Photocopy machine for the plant. |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Table 09: Building and Floor-wise Printer Distribution Summary (Lolati Factory) | | | | | | | |
| Sn# | **Building** | **Floor** | **Common Printer** | **Executive Printer** | **Specialized Printers** | **Photocopier** | **Remarks** |
| 1 | Admin Building | Ground Floor | 02 | 02 | - | - |  |
| 2 | 1st Floor | - | 06 | - | - |  |
| 3 | 2nd Floor | 01 | 01 | - | - |  |
| 4 | 3rd Floor | 01 | - | - | - |  |
| 5 | 4th Floor | - | - | - | 01 |  |
| 6 | 1st Factory Building | Ground Floor | 01 | - | - | - |  |
| 7 | 2nd Floor | 02 | 01 | - | - |  |
| 8 | 2nd Factory Building | 3rd Floor | - | 01 | - | - |  |
| 9 | 3rd Factory Building | Ground Floor | 04 | 03 | 08 | - | 08 Dot Matrix for Challan |
| 10 | Extension area | 01 | - | - | - |  |
| 11 | Pet Sheet | Plastic Unit | - | 01 | - | - |  |
| Total | | | **12** | **15** | **08** | **01** | **Total Device = 36** |

**Printer Distribution in Keodhala Factory:**

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| Table 10: Personally Designated Printers (Keodhala Factory) | | | | | | | | |
| Sn# | **ICT Asset ID.** | **Comp. ID.** | **Brand** | **Model** | **User ID.** | **Current Username** | **User Desg.** | **User Dept.** |
| 1 |  |  | HP | LaserJet Pro P1102 | U-294 | Mr. Nazmul Kazi | Manager | Admin |
| 2 | ICT-PT-97 | PT-97 | Epson | L130 Ink Tank | U-159 | Mr. Aminul Haque | Manager | Engineering |
| 3 | ICT-PT-32 | PT-32 | Pantum | P2200 Series | U-137 | Mr. Kawsar Mia | Factory Manager | Administration |
| 4 | ICT-PT-91 | PT-91 | HP | LasserJet Pro M402dn | U-139 | Mr. Rezaul Karim Milon | Deputy Manager | Accounts |
| 9 | ICT-PT-96 | PT-96 | Canon | LBP6030 | U-144 | Mr. Bappi Shaharia | Sr. Manager | Confectionary |
| 10 | ICT-PT-34 | PT-34 | Canon | LBP6030 | U-142 | Mr. Shah Alam | Asst. Officer | Confectionary |
| 11 | ICT-PT-36 | PT-36 | HP | LaserJet Pro P1102 | U-154 | Mr. Syful Islam | Deputy Manager | Transport |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table 11: Common Printers (Keodhala Factory) | | | | | | | | |
| Sn# | **ICT Asset ID.** | **Comp. ID.** | **Brand** | **Model** | **User ID.** | **Current Username** | **User Desg.** | **User Dept.** |
| 1 | ICT-PT-39 | PT-39 | Canon | LBP3300 |  | Mr. Abul Hossen (Common) |  | Admin |
| 2 | ICT-PT-93 | PT-93 | HP | LasserJet Pro M402dn | U-163 | Mr. Mohammad Shahalam (HR Common) | Sr. Manager | HR |
| 3 | ICT-PT-90 | PT-90 | HP | Ink Tank Wireless 415 | U-163 | Mr. Mohammad Shahalam (HR Common-Casual Employee Paper ID Card Print) | Sr. Manager | HR |
| 4 | ICT-PT-95 | PT-95 | HP | LASERJET M1132 MFP | U-287 | ICT Office (Common) |  | ICT |
| 5 | ICT-PT-99 | PT-99 | Evolis | Evolis Primacy | U-287 | ICT Office (Common) |  | ICT |
| 6 | ICT- PT-92 | PT-92 | HP | LasserJet Pro M402dn | U-197 | Mr. Nazir Ahmed (VAT Common Use) |  | VAT & Delivery |
| 7 | ICT-PT-41 | PT-41 | HP | LaserJet Pro P1102 | U-172 | Mr. Niaz Morshed (Common) |  | Production |
| 8 | ICT-PT-42 | PT-42 | HP | LaserJet Pro P1102 | U-173 | Production-1(Common) |  | Production |
| 9 | ICT-PT-45 | PT-45 | HP | LaserJet Pro P1102 | U-180 | Mr. Mohammed Iqbal (Common) | Manager | Store |
| 10 |  |  | Canon | LBP6030 |  | Mr. Sohel (Common) |  | Engineering |
| 11 | ICT-PT-44 | PT-44 | Canon | LBP6030 | U-176 | Mr. Mostofa Kamal (Common) | Sr. Officer | QA |
| 12 |  |  | Epson | L130 Ink Tank | U-176 | Mr. Mostafa Kamal (Common) | Sr. Officer | QA |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Table 12: Specialized Printers and Photocopier (Keodhala Factory) | | | | | | | |
| Sn# | **ICT Asset ID.** | **Comp. ID.** | **Brand** | **Model** | **Current Username** | **User Dept.** | **Remarks** | |
| 5 | ICT-PT-35 | PT-35 | Epson | LQ2190 | Mr. Nazir Ahmed | VAT & Delivery |  |
| 6 | ICT-PT-46 | PT-46 | Epson | LQ2190 | Mr. Nazir Ahmed | VAT & Delivery |  |
| 7 | ICT-PT-98 | PT-98 | Epson | LQ2190 | Mr. Nazir Ahmed | VAT & Delivery |  |
| 8 |  |  | Epson | LQ2190 | Mr. Nazir Ahmed | VAT & Delivery |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Table 13: Building and Floor-wise Printer Distribution Summary (Keodhala Factory) | | | | | | | |
| Sn# | **Building** | **Floor** | **Common Printer** | **Executive Printer** | **Specialized Printers** | **Photocopier** | **Remarks** |
| 1 | Admin Building | Ground Floor | 03 | 02 | - | - |  |
| 2 | 1st Floor | - | 02 | - | - |  |
| 3 | 2nd Floor | 01 | - | 01 | - | Evolis ID Card Printer |
| 6 | 1st Factory Building | Ground Floor | 01 | - | 04 | - | 04 Dot Matrix for Challan |
| 7 | 2nd Floor | 02 | - | - | - |  |
| 8 | 2nd Factory Building | Ground Floor | 02 | - | - | - |  |
|  | 3rd Floor | - | 02 | - | - |  |
| 9 | 3rd Factory Building | 2nd Floor | 02 | - | - | - |  |
| 11 | Transport | Transport Office | - | 01 | - | - |  |
| Total | | | **11** | **7** | **5** | **-** | **Total Device = 23** |

**Printer Distribution in Kutubpur Factory:**

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| Table 14: Personally Designated Printers (Kutubpur Factory) | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| 2 |  |  | HP | LaserJet M12W Printer |  | Mr. Hadiuzzaman | AGM | Operation |
| 3 |  |  | HP | LaserJet M12W Printer |  | Mr. Nazrul Islam | Sr. GM | Operation |
| 4 |  |  | HP | LaserJet 1102 |  | Mr. Mynul Haqye | AGM | HR & Admin |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table 15: Common Printers (Kutubpur Factory) | | | | | | | | |
| Sn# | **ICT Asset ID.** | **Comp. ID.** | **Brand** | **Model** | **User ID.** | **Current Username** | **User Desg.** | **User Dept.** |
| 1 |  |  | HP | laser Jet proM402dn |  | HR Office |  | HR |
| 6 |  |  | Epson | L1300 |  | ICT Office |  | ICT |
| 7 |  |  | HP | Laser Jet proM402n |  | Carton Production Common |  | Production |
| 8 |  |  | Canon | Laser Shot LBP 6030 |  | Snacks QAD |  | Production |
| 9 |  |  | Canon | Laser Shot LBP 6030 |  | Snacks Production |  | QAD |
| 10 |  |  | Epson | M3170 |  | Biscuit Common |  | Production |
| 11 |  |  | HP | Laser Jet proM402dn |  | Store Common |  | Store |
| 12 |  |  | HP | Laser Jet proM402dn |  | Battery QAD Common |  | Battery QA |
|  |  |  | HP | Laser Jet proM402dn |  | VAT Common |  | VAT |
|  |  |  | Brother | Mono Laser HL-L2365DW |  | Battery Production & Engineering Common |  | Production |
|  |  |  | HP | LaserJet 1020 |  | Weight Scale |  | Scale |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Table 16: Specialized Printers and Photocopier (Kutubpur Factory) | | | | | | | |
| Sn# | **ICT Asset ID.** | **Comp. ID.** | **Brand** | **Model** | **Current Username** | **User Dept.** | **Remarks** | |
|  |  |  | Epson | LQ2190 | VAT Common | VAT |  |
|  |  |  | Epson | LQ310 | VAT Common | VAT |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Table 17: Building and Floor-wise Printer Distribution Summary (Kutubpur Factory) | | | | | | | |
| Sn# | **Building** | **Floor** | **Common Printer** | **Executive Printer** | **Specialized Printers** | **Photocopier** | **Remarks** |
| 1 | Office Building | Ground Floor | 01 | - | - | - |  |
| 2 | 1st Floor | - | 03 | - | - |  |
| 3 | 2nd Floor | 01 | - | - | - |  |
| 6 | 1st Factory Building | Ground Floor | 01 | - | - | - |  |
| 7 | 1st Floor | 02 | - | - | - |  |
| 8 | 3rd Floor | 01 | - | - | - |  |
|  | Battery Shade | Ground Floor | 05 | - | 02 | - |  |
| Total | | | **11** | **03** | **02** | **-** | **Total Device = 16** |

**Printer Distribution in Tripti Factory:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table 18: Personally Designated Printers (Tripti Factory) | | | | | | | | |
| Sn# | **ICT Asset ID.** | **Comp. ID.** | **Brand** | **Model** | **User ID.** | **Current Username** | **User Desg.** | **User Dept.** |
| 1 |  |  | HP | LaserJet Pro12W |  | Md. Khurshed Alam | Manager | Admin |
| 6 |  |  | Canon | Laser Shot LBP 6030 |  | Mr. Mofizul Islam | Dep. Manager | VAT & Delivery |
| 9 |  |  | Canon | Laser Shot LBP 6030 |  | Mr. Shushanto Kumar | Asst. Manager | Store |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table 19: Common Printers (Tripti Factory) | | | | | | | | |
| Sn# | **ICT Asset ID.** | **Comp. ID.** | **Brand** | **Model** | **User ID.** | **Current Username** | **User Desg.** | **User Dept.** |
| 10 |  |  | HP | LaserJet Pro M102a |  | Store Common |  | Production |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Table 20: Specialized Printers and Photocopier (Tripti Factory) | | | | | | | |
| Sn# | **ICT Asset ID.** | **Comp. ID.** | **Brand** | **Model** | **Current Username** | **User Dept.** | **Remarks** | |
| 7 |  |  | Epson | LQ2190 | VAT Common | VAT & Delivery | Prints VAT Challans |
| 8 |  |  | Epson | LQ310 | Delivery Common | VAT & Delivery | Prints Delivery Challans |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Table 21: Building and Floor-wise Printer Distribution Summary (Kutubpur Factory) | | | | | | | |
| Sn# | **Building** | **Floor** | **Common Printer** | **Executive Printer** | **Specialized Printers** | **Photocopier** | **Remarks** |
| 2 | Office Building | 1st Floor | - | 02 | 02 | - |  |
| 6 | Store Building | 1st Floor | - | 01 | - | - |  |
|  | Production Building | Ground Floor | 01 | - | - | - |  |
| Total | | | **01** | **03** | **02** | **-** | **Total Device = 06** |