



Printer Usage Policy

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Document Release Note

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Document Revision History

Version	Date	Change Description	Modified By	Reviewed By	Approved By
1.0					

Purpose

This Policy defines the methodology for Printer usage.

Scope

This policy is applicable to all departments of Techsture Team where printers are located.

Policy

	DOs & DON'Ts	Responsibility
✓	Please follow the steps as shown by the signs on the printer.	Users
✓	On completion of the cartridge, Printer will show the error message. It is the responsibility of the user/supporting staff using the printer at that moment to convey the message to the concerned authority/IT Department.	Users
✓	On knowing that the printer is not working properly the user should promptly express the difficulty to the concerned authority/IT Department by raising ticket for its repair and for doing the needful.	Users
✓	The pages will be borrowed as required from the concerned authority/Administration.	Users
✓	The permission of using the printer by third party shall be granted after approval by Management.	Users
✓	The usage of pages should be done judiciously which is the moral responsibility of everyone towards the institute, community and environment and sufficient awareness and conciseness regarding the issue is provided to new users and employees by management.	Users
✓	Unidentified users shall not be allowed to use printers.	IT Department
✓	No employee shall be allowed to use the printer for personal use unless granted permission by the Management.	IT Department
✓	The draft and rough print-outs printed on one side shall be filed and they shall be reused. Else they should be collected and shredded. No printouts to be left unattended.	Users
✗	Employees are not permitted to carry photo copies of any project related documents without prior approval from management.	Users

Records

Maintenance ticket in software

Effective Measures

No. of deviations with respect to above acceptable usage quarterly.