

Alfaisal University

Policy Name: Printer Policy

Version #	02
Date Approved	18 / 10 / 2020
Effective Date	18 / 10 / 2020
Policy Owner	IT Services

Summary:

Printing is one of the most important daily activities for almost all of our staff, faculty and students, which makes printer's availability, capability, and capacity critically important to achieve business goals. Therefore, an effective management policy with affordable and sustainable support for the long term is required.

Signature: 

The information in this document is subject to change without any advance notice. No part of this policy may be reproduced for any purpose without the express written permission from Alfaisal University.

Table of Contents

1. Introduction.....	3
2. Purpose.....	3
3. Policy Scope	3
4. Policy.....	3
5. Maintenance and Repair	3
6. Backup	4
7. Toner replacements	4
8. Student Printing	4
9. Guidelines.....	4
10. Exemptions.....	4
11. Enforcement.....	4

1. Introduction

Printing is one of the most important daily activities for almost all of our staff, faculty and students, which makes printer's availability, capability, and capacity critically important to achieve business goals. Therefore, an effective management policy with affordable and sustainable support for the long term is required.

2. Purpose

This document describes university policy regarding the printer issuance and usage. The policy establishes the guidelines for printer usage at Alfaisal.

3. Policy Scope

The scope of this policy covers all printing facilities at Alfaisal Campus.

4. Policy

- 4.1.1. Alfaisal staff and faculty members are entitled to use the MFP available in the campus. Standard multi-function heavy duty machine are placed in each block of the campus building.
- 4.1.2. Members of executive management (group 14 and above) are entitled for a separate Standard A4 laser printer.
- 4.1.3. Executive secretaries, secretaries of the deans are entitles for a desktop laser printer for convenience and confidentiality based on the business requirements
- 4.1.4. MFPs are password protected and the users can either use the RFID card provided to them by IT Services or can use Alfaisal email credentials to be used/keyed to the MFP for printing and Scanning
- 4.1.5. All draft printing should be print in Black & White.
- 4.1.6. To minimize the color printing a specified quota of pages are fixed for each user per month for the color printing however there is no quota for printing in gray scale. Once the quota exceed the job will continue to print in the gray scale.
- 4.1.7. The quota can be increased for a **particular** user based on the business needs and upon his / her Dean's or Department head approval.

5. Maintenance and Repair

- 5.1.1. All departments will share the cost associated for the Managed Printing services however the cost for the individual printers will be bear by the department.
- 5.1.2. Printer paper requests should be directed to the **Facility department**.
- 5.1.3. Users may **ONLY** print on paper that is provided by the Facility department and the

paper types supported by the printer.

6. Backup

- 6.1.1. IT services would provide backup printers as replacement subject to the availability of the backup printers, in case the actual printer is under maintenance or repair.

7. Toner replacements

- 7.1.1. For the Centralized printing services IT will refurnish the toner when required.
- 7.1.2. For the individual printers (only for authorized users) Toner will be replaced immediately subject to the availability; Users are required to inform the IT Services through helpdesk once the printer displays the toner change message

8. Student Printing

The following statements will be used to control and monitor student printing activities.

- Student printing will be controlled via smart card.
- Students will have a printing account and this account will be debited accordingly when printing or copying is carried out.
- Students would be given a predefined number of prints each semester. This allows printing on all Library printers. Once these have been exhausted (used-up) students may purchase additional print credits through the Library.

9. Guidelines

- All draft printing should be printed on gray scale (black & white).
- Color printing should be used for the final production or whenever necessary.
- The printers are to be used only for administrative, course or research work and other university related matters.

10. Exemptions

Exception to or exemptions from any provision of this policy must be approved by the VP for Finance & Administration or the President. Similarly, any questions about the contents of this policy, or the applicability of this policy to a particular situation should be referred to the IT Director.

11. Enforcement

Non-compliance with this policy is a serious matter. Any violations without consent of their respective department head is subject to disciplinary action to be determined by the university management. Effectively, any violations will result in loss of computing privileges, among other university determined sanctions. It may also expose the individual to legal action.