



# Policies

## Printer Policy

---

### Purpose

Printers represent one of the highest equipment expenditures at Banks DIH Limited. The goal of this policy is to facilitate the appropriate and responsible business use of Banks DIH Limited's printer assets, as well as control Banks DIH Limited's printer cost of ownership by preventing the waste of paper, toner, ink, and so on.

### Scope

This Printer Policy applies to all employees of Banks DIH Limited, as well as any contract employees in the service of Banks DIH Limited who may be using Banks DIH Limited networks and equipment.

### Supported Printers

Banks DIH Limited supports the printers named in the table below. Banks DIH Limited strives to secure and maintain standardized printer models to optimize contractual agreements and minimize support costs. The table indicates the model, resolution, location, and capabilities (e.g., color printing, double-sided printing, large print jobs, special paper types) of all Banks DIH Limited printers.

DEPARTMENT	DESCRIPTION	IP ADDRESS	MODEL #	SERIAL #
ICT	HP Colour Laserjet CP1515N	192.168.0.33	CC377A	CNAL85W05Q
I/Cream Production Plant	HP Colour Laser Jet Pro M477fdw	192.168.52.21	CF379A	VNBKL3W4DM
Human Resource	HP Colour Laserjet M553dn	192.168.53.22	B5L25A	JPBCKC6216
Human Resource	HP Colour Laser Jet Pro M479fdw	192.168.53.24	W1A80A	MXBCN5P2V3
Human Resource	HP Scanjet Enterprise 7000n	192.168.53.25	L2709A	SG15CD100605FN
Trisco Plant	HP Colour Laserjet M553dn	192.168.54.22	B5L25A	BRBSJ1NR32
Budgeting & Costing	HP ScanJet Pro 4500 fn1	192.168.55.19	L2749A	CNA5QD6013
BASI	HP Colour LaserJet Pro MFP M283fdw	192.168.55.18	7KW75A	VNBRP4K09V
Sales Office	HP Colour Laserjet M553dn	192.168.55.20	B5L25A	BRBSJ1NR2Y
Shares Office	HP Colour Laser Jet Pro M479fdw	192.168.55.22	W1A80A	CNCRP38798
Internal Audit	HP Laserjet M600	192.168.55.25	CE990A	CNCCFD31B5



# Policies

Shares Office	HP Colour Laser Jet Pro M477fdw	192.168.55.26	CF379A	VNBKLBTDGP
Budgeting & Costing	HP Colour Laserjet M553dn	192.168.55.27	B5L25A	BRBSJ1NR30
Sales Office	HP Colour Laser Jet Pro M477fdw	192.168.55.28	CF379A	VNBKK8W565
Legal Office	HP Laserjet CM1415fnw	192.168.55.29	CE862A	CNJ6D3QQ0D
ICT	HP Colour Laser Jet Pro M477fdw	192.168.55.30	CF379A	VNBKKDJGGJ
Payroll Department	HP Colour Laser Jet Pro M477fdw	192.168.55.32	CF379A	VNBKK8W3VG
Security	HP Colour Laser Jet Pro M479fdw	192.168.55.33	W1A80A	CNCRP3866B
Legal Office	HP Digital Sender Flow 8500fn2	192.168.55.34	L2762A	CN78S1301T
Legal Office	HP Colour Laserjet M553dn	192.168.55.38	B5L25A	JPCCL7Z028
Credit Control	HP Colour Laser Jet Pro M477fdw	192.168.55.39	CF379A	VNBKLBV00N
Engineer's Office	HP Colour Laserjet CP5525	192.168.56.20	CE707A	CNCCD6V0P0
Refrigeration Dept	HP Colour Laser Jet Pro M479fdw	192.168.56.21	W1A80A	CNCRNCW16R
Engineer's Office	HP ScanJet Pro 4500 fn1	192.168.56.22	L2749A	CN19GD9027
Central Lab	HP Colour Laser Jet Pro M477fdw	192.168.56.25	CF379A	VNCKM3P1SV
Brewery	HP Laserjet CP4525	192.168.57.20	CC494A	JPDCF9M1K3
Distribution Warehouse	HP Deskjet 6940	192.168.60.21	C8970A	MY167CK09R04 Q9
Customs Dept	HP Colour Laserjet M553dn	192.168.61.23	B5L25A	BRBSJ1NR2X
Customs Dept	HP Colour Laser Jet Pro M479fdw	192.168.61.24	W1A80A	MXBCN8J1Z7
Customs Dept	HP Digital Sender Flow 8500 fn1	192.168.61.25	L2719A	SG77R31M0Z
Customs Dept	HP Laserjet P4015n	192.168.61.26	CB509A	CNDY844609
Head Office	HP Colour Laserjet M553dn	192.168.62.20	B5L25A	BRBSJ1PR09
Head Office	HP Colour LaserJet Pro MFP M283fdw	192.168.62.21	7KW75A	VNBPR4K0K9
Head Office	HP Digital Sender Flow 8500fn2	192.168.62.22	L2762A	CNND1AN91K
Human Resource	HP Colour Laser Jet Pro M479fdw	192.168.62.23	W1A80A	CNCRPD80MS
Buildings Department	HP Colour Laserjet M750	192.168.63.21	D3L09A	CNDCGCD0VK
Vehicle Workshop	HP Colour Laserjet M553dn	192.168.63.22	B5L25A	JPBCKCV154
Environmental & Safety	HP Colour Laserjet M553dn	192.168.63.23	B5L25A	BRBSJ1NR2V



# Policies

Vehicle Workshop	HP Latex 330 Printer	192.168.63.24	E2X76A	MY53Q49023
Vehicle Workshop	HP Latex 365 Printer	192.168.63.25	V8L39A	MY71L2900C
Buildings Department	HP Designjet T1300 44"	192.168.63.26	CR651A	CN1BB5H01H
Environmental & Safety	HP ScanJet Pro 4500 fn1	192.168.63.27	L2749A	CN0BED9012
Head Office	HP Colour Laser Jet Pro M477fnw	USB	CF377A	VNBKKDV63Q
Head Office	HP Laserjet CP1025nw	USB	CE914A	CNBGC06874
Head Office	HP Colour Laser Jet Pro M477fdw	USB	CF379A	VNBKK5T2F4
Head Office	HP Deskjet 6940	USB	C8970A	MY09KCK040
ICT	HP Officejet Pro 6970	USB	J7K34A	TH67B32082
Business Development	HP Deskjet 6940	USB	C8970A	MY11PCK22F
Demico House	HP Officejet Pro 6970	USB	J7K34A	TH65B320WN
Demico House	HP Colour Laser Jet Pro M477fdw	10.128.1.20	CF379A	VNBKK8W505
OMG!	HP Colour Laser Jet Pro M477fdw	10.128.3.20	CF379A	VNBKL3PMKW
Berbice Branch	HP Colour Laser Jet Pro M477fdw	10.128.4.20	CF379A	VNBKLCPB2V
Spare	HP Deskjet 6988		CB055A	MY89H2R3W7
Spare	HP Officejet Pro 8610		A7F64A	CN5BJFX16J
Spare	HP Deskjet 2135 Printer		SNPRH-1504-01	CN8744774X
Human Resource	Datacard SD460	192.168.53.26	SD460	J13691
Human Resource	Xerox VersaLink B7025	192.168.53.20	Xerox® VersaLink B7025 MFP	7CX048284
Audit Department	Xerox® AltaLink® B8075	192.168.55.37	Xerox® AltaLink® B8075 MFP	3AG882227
Head Office	Ricoh Info Print IBM 6500	192.168.0.25	6500-v15	01PL410
Head Office	Lexmark MS810dn	192.168.0.43	4063-230	40635C660527K
Rum Factory	Lexmark CS510De	192.168.52.20	5027-630	502726946BTB7
Human Resource	Lexmark Ms312Dn	192.168.53.21	4514-330	451444LM1NTV C
Distribution Warehouse	Lexmark MS823dn	192.168.54.25	4064-430	406410401KKRF



# Policies

Sales Office	Lexmark CS510de	192.168.55.21	5027-630	502726946BTD
Accounts Department	Lexmark MS810n	192.168.55.24	4063-210	4063369906M7G
Sales Office	Lexmark MS810dn	192.168.55.36	4063-230	406347990NP9V
Head Office	Lexmark MS810dn	192.168.55.40	4063-230	40636C66057V4
Distribution Warehouse	Lexmark MS821dn	192.168.60.20	4064-230	4064823010TZ4
Material Handling	Lexmark MS810dn	192.168.61.20	4063-230	406347990NP9B
Material Handling	Lexmark CX622ade Printer	192.168.61.22	7529-636	752912914D9N4
Material Handling	Xerox VersaLink B7025	192.168.61.27	VersaLink B7025	7CX048243
Distribution Warehouse	Lexmark MS811	192.168.61.28	4063-430	40638D6602RK2
Material Handling	Lexmark CS510de	USB	5027-630	502726946BTCB
ICT	Lexmark MS810dn	192.168.62.35	4063-230	40636C660331D
Power Generation Plant	Lexmark CS510de	192.168.63.20	5027-630	502726946BTD3
Wholesale L/Store	Lexmark T652n	192.168.65.35	4062-21A	7957Y6F
Bottle Bond	Lexmark MS811	192.168.83.20	4063-430	40638D6602RKD
Demico Hotel	Lexmark MS823dn	10.128.1.22	4064-430	406413101M8LV
Retail Liquor Store	Lexmark MS810dn	10.128.1.23	4063-230	40636C6603319
Berbice Branch	Lexmark MS823dn	10.128.4.21	4064-430	4064941019PBL
Berbice Branch	Lexmark MS810dn	10.128.4.22	4063-230	40637D66047P1
Linden Branch	Lexmark MS811	10.128.5.20	4063-430	40638D6602RHX
Special Events	Lexmark T654n	10.128.6.20	4062-41A	792Y7CR
Bartica Branch	Lexmark MS810dn	10.128.7.20	4063-230	40637D66047P3
Essequibo Branch	Lexmark MS810dn	10.128.10.20	4063-230	40637C6600G6Z
Credit Control	Epson DS-6500 Scanner	192.168.55.14	DS-6500	
ICT Spare	Lexmark MS810n	-	4063-210	4063369906M7V



# Policies

Printer Name	Printer Model	Resolution (dpi)	Location	Capabilities
Datamax-O'Neil	MF4TE		Mobile Sales Force	Bluetooth
Epson	TM T88V		All POS Area	Thermal
StarMicronics	SM-T400		Mobile Sales Force	Bluetooth
Epson	TM T88VI		All POS Area	Thermal

## General Policy

1. Printers are to be used for documents that are relevant to the day-to-day conduct of business at Banks DIH Limited. Banks DIH Limited printers should not be used to print personal documents.
2. Installation of personal printers is generally not condoned at Banks DIH Limited due to the cost of maintaining and supporting many dispersed machines. In certain circumstances, however, where confidentiality, remote location, the need to print many low volumes print jobs, or other unusual situation is at issue, personal printers may be allowed.
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. If you print something, please pick it up in a timely fashion. If you no longer want it, please dispose of it appropriately (i.e., recycle).
5. If you come across an unclaimed print job, please stack it neatly in the area specified by the respective department. All unclaimed output jobs will be discarded after 24 hours.
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).
7. Make efforts to limit toner use by selecting light toner and lower dpi default print settings.



# Policies

8. Avoid printing large files, as this puts a drain on network resources and interferes with the ability of others to use the printer. Please report any planned print jobs more than 100 pages to the IT department so that the most appropriate printer can be selected, and other users can be notified.
9. If printing a job more than 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).
10. Save and except where it is necessary, avoid printing e-mail messages. This is wasteful. Instead, use the folders and archiving functionality in your e-mail application to organize and view your messages.
11. Avoid printing a document just to see what it looks like. This is wasteful.
12. Avoid re-using paper in laser printers, as this can lead to paper jams and other problems with the machine.
13. 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 or the table above to find out which machines can handle these specialty print jobs.
14. Color printing is typically not required by general business users. Given this selective need, as well as the high cost per page to print color copies, the number of color-capable printers available has been minimized. You are strongly encouraged to avoid printing in color when monochrome (black) will do.
15. Printer paper is available at Thirst Park Stores. Toner cartridges are available at Thirst Park stores.
16. 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 co-worker for help.
17. Report any malfunction of any printing device to Help Desk ([helpdesk@banksdih.com](mailto:helpdesk@banksdih.com) or 225-0910 ext. 2129/2409) as soon as possible.

## Enforcement

Any employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.



# Policies

## Employee Declaration

I, \_\_\_\_\_, have read and understood the above Printer Policy, and agree to adhere to the rules outlined therein.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_