



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. An effort has been made to standardize on specific printer models in order 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. See attached doc.

Printer Name	Printer Model	Resolution (dpi)	Location	Capabilities
RICOH	InfoPrint 6500		Thirst Park	
RICOH	InfoPrint 4247-X03		Thirst Park	
Lexmark	MS810		All	
Lexmark	T654		Demico House	
Epson	TM t88V		All	
Hewlett Packard	DesignJet T1300		Thirst Park	
Hewlett Packard	Color LaserJet M750		Thirst Park	
Hewlett Packard	Laserjet L25500		Thirst Park	
Hewlett Packard	Color LaserJet CP 5520		Thirst Park	
Hewlett Packard	Color LaserJet 3800		Thirst Park	



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Hewlett Packard	Color LaserJet 3505		Thirst Park	
Hewlett Packard	Color LaserJet CP2025n		Thirst Park	
Hewlett Packard	LaserJet P4015		Thirst Park	
Hewlett Packard	Officejet 6100		Thirst Park	

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 a large number of low volume 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.
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 in excess of 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 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).
10. 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.



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11. Avoiding 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 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.

Employee Declaration

I, _____, have read and understand the above Printer Policy, and agree to adhere to the rules outlined therein.

Employee Signature

Date