

POLICY

PRINTER USAGE

Document No. POL/IT/10

Rev:02

Date of Issue: 12 Aug 2020

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Introduction:

The Centre maintains an IT network of desktops, laptops and printers for the smooth operation of its functions.

Scope:

This policy applies to all staff members.

Purpose:

The objective of this policy is to facilitate the appropriate and responsible use of printer assets, as well as control printer cost by preventing the waste of paper, toner, and ink. The policy also includes Do and Don't that are to be adhered to by all staff members.

Policy:

1. All Printers are the property of Al Noor Training Center.
2. Centre provides printers on the IT network and access to specific printers are assigned department wise.
3. The copier and the printers are for official use only. Do not copy/print personal material.
4. 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.
5. Paper usage will be actively monitored. Please use paper/printer judiciously.
6. Paper shall be issued to the Department (as per request on stationary form). Staffs are to collect the requested paper from the stationary in-charge of their respective departments.
7. If you print something, please load the printer with paper and pick it up immediately.
8. When printing 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.
9. Check to ensure that the numbers of pages to be printed are correct. Select specific pages that are only required to be printed.
10. Avoid printing a document just to see what it looks like. This is wasteful.
11. Avoid re-using paper in laser printers, as this can lead to paper jams and other problems with the machine.
12. 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.

Prepared by:
Admin & Finance Manager

Approved by:
Director

13. Report any malfunction of any printing device to IT Technician as soon as possible.
14. This copier/printer policy may be modified, with due notification given.

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Appendix – Amendment History & Authorisation

Revision No	Description of Change	Issue Date	Authorised By
00	First Issue	12 March 2014	Director
01	New Al Noor logo	01 Feb 2016	Director
02	Replace the Centre's logo in all QMS documents and revision of document codes	12 Aug 2020	Director

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Admin & Finance Manager

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Director