

Alfaisal University

Policy Name: **Print Policy**

Version #	01
Date Approved	
Effective Date	
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	4
6. Backup	4
7. Toner replacements	4
8. Student Printing	4
9. Guidelines.....	4
10. Exemptions.....	4
11. Enforcement.....	5

1. Introduction

Printing remains a crucial daily task for our staff, faculty, and students. To maintain efficient operations and support our goals, we need reliable, accessible, and sustainable printing solutions. To minimize paper waste and environmental impact, we encourage the use of digital alternatives, such as QR codes, to replace traditional printed brochures. Implementing a robust print management policy will ensure long-term affordability and optimize resource utilization.

2. Purpose

This document provides guidelines for using printers at Alfaisal University. To promote sustainability and digital accessibility, please use QR codes instead of physical brochures.

3. Policy Scope

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

4. Policy

- 4.1.1. Staff and faculty are authorized to use the MFPs (Multi-Function Printers) located throughout the campus. High-capacity MFPs are strategically placed in each block.
- 4.1.2. Members of executive management are entitled for a printer.
- 4.1.3. Executive secretaries are entitled to a printer based on business requirements
- 4.1.4. MFPs are password protected and the users can either use the ID card provided or can use Alfaisal email credentials for printing and Scanning
- 4.1.5. All draft printing should be printed in Black & White.
- 4.1.6. To reduce color printing, a monthly page quota is assigned to each user. Exceeding this quota will result in grayscale printing for the remainder of the month. Grayscale printing is unlimited.
- 4.1.7. The quota can be increased based on the business needs and upon his / her Dean's or Department head approval.
- 4.1.8. In line with our strategic plan and resource management goals, production of printed materials will be stopped. To improve efficiency and environmental sustainability, QR codes will replace physical brochures. The Marketing Relations department will issue digital QR codes, eliminating the need for printed brochures.
- 4.1.9. All announcements will be displayed solely on campus digital screens and should not be affixed to walls or inside elevators.

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. 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 a 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 replace the toner when required.
- 7.1.2. For the individual printer's 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 ID 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 a 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's determined sanctions. It may also expose the individual to legal action.