

Policy Domain	Printer Scanner Copier Policy	Creation Date	10 th Feb 2021
		Classification	Internal
		Version	1.0
		Doc. Owner	IT Head

Document Control			
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Document Modification History							
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Document Control

- This document is subject to version control and shall be managed by IT Head. Any request for amending this document shall be approved by Director. The IT Head shall review this document at least once in a year and/or when there is a significant change in technology adopted, business objectives, identified threats, legal environment, social climate and business processes.
- The document is available on Helpdesk Portal under Announcement and Server shared folder under AETL Policies and provided with HR Joining Kit, in non-editable pdf format and all the employees are expected to read and adhere to it. The approved and signed copies are available with IT Team, which can be used for audit purpose only. IT Team is responsible for maintaining updated copy of this document and its effective communication within Advanced Enzymes (AETL).

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1. Overview

The purpose of this policy is to implement a uniform and consistent approach to the allocation, secure access and usage of printers for business purposes. The goal of this policy is facilitating the efficient, cost-effective use of printing, scanning and copying assets.

2. Scope

This policy is applicable to all employees who have rights to document printing, copying or scanning.

3. Policy

The purpose of this policy is to implement a uniform and consistent approach to the allocation, secure access and usage of printers for business purposes.

Printers represent one of the highest equipment expenditures and chance to leak confidential information at AETL. The goal of this policy is to facilitate the appropriate and responsible business use of AETL's printer assets with secure environments, as well as control AETL's printer cost of ownership by preventing the waste of paper, toner, ink, and so on.

4. Procedure

- Printing by mistake or unwanted print shall have option to delete from the print queue.
- Scan copy shall be saved directly to user's dept. shared folder "Scan_DeptName" and should not be accessible to any other dept. users.
- Scan copies cannot be emailed to personal email ids'.
- Printers are to be used for documents that are relevant for the day-to-day conduct of business at AETL. AETL printers should not be used to print large personal documents.
- Independent printers are generally not encouraged at AETL due to the cost of maintaining and supporting many isolated 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 an issue, personal printers may be allowed once approved on a case to case basis by AETL IT.
- 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).
- Avoid printing large files, as this puts extra pressure 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.
- 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.
- Avoid printing a document just to see what it looks like.

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- Avoid re-using paper in laser printers, as this can lead to paper jams and other problems with the machine.
- 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 team.
- 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 and is limited to secretarial department. Employees are strongly encouraged to avoid printing in color when monochrome (black) will do.
- 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.
- Please report any malfunction of any printing device to IT Helpdesk as soon as possible.

5. Roles & Responsibility Matrix (RACI)

Activity \ Role	IT Head	ISMS Steering Committee	Internal Users	External Users	Exempted
Authoring of this document	RA	RA	-	-	-
Approval of this document	I	CI	-	-	-
Sign-off of this document	CI	CI	-	-	-
Application of this document	RA	RA	RA	RA	-

R	Responsible
A	Accountable
C	Consulted
I	Informed

6. Policy Review

The policy will be reviewed on yearly basis or if there is any major change in IT infrastructure to incorporate changes if any.

IT Head will be responsible for reviewing the policy and communicating the changes made therein.

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7. Enforcement

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

8. ISMS Steering Committee Members

1. Mukund Kabra (Director)
2. B. P. Rauka (CFO)
3. Maruti Divekar (IT Head)

9. AETL IT Helpdesk Contact Details

- Logging an online support request: <https://192.168.2.7:8080>
- Email: it.helpdesk@advancedenzymes.com
- Telephone: **022 41703234**

