


<b>POLICY OWNER</b> : Information Technology Services		
<b>TITLE</b> : Print Policy		
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## 1. OBJECTIVE & BACKGROUND

The objective of this policy is to provide a clear statement to all Users on IMU's print facilities, its services and their User's responsibilities.

This policy was developed in response to the need for guidelines to describe the acceptable use of print service in International Medical University (IMU) taking into consideration IMU's intention to have a cost effective, efficient and 'fit for purpose' print services.

## 2. SCOPE

This policy applies to: -

- All Users of IMU Education Sdn Bhd ("IMU"), which is also known as the International Medical University ("University")."

## 3. DEFINITION

No.	Term	Meaning
1	ITS	Information Technology Services
2	University	International Medical University
3	User	Any user who has been authorized by the relevant IMU supervisor/officer to access any IMU print services or IT facility, and includes (but is not limited to) staff of IMU, students, consultants, Visitors, Honorary appointees and Alumni

#### 4. RESPONSIBILITY FOR IMPLEMENTATION

No.	Party	Roles & Responsibilities
1	Users	Users are expected to use IT resources in a responsible manner. I.e. users are expected to follow all pertinent Malaysian Laws and IMU policies and standards when using the printing facilities.
2	ITS	ITS Department is responsible to manage the policy.

#### 5. POLICY DETAILS

##### 5.1 Scope

5.1.1 This policy applies to all users in IMU. Users shall be further refined to staff, student and guest of IMU.

##### 5.2 Policy

5.2.1 Multi-Function Printer (MFP) shall be made available through IMU and in common areas.

5.2.2 MFP shall be managed via an outsourced contract and a report on print usage shall be provided in a timely manner to Head of Departments to review the print/copy use.

5.2.3 Prints shall be on 'pull' basis, i.e. they will not print until the user request from any of the MFP.

5.2.4 MFP shall be A4/A3, mono and/or color. All user prints are by default set to black and white and double sided prints.

5.2.5 Each user shall be provided with a print account. This account is personal and can be access using the user's ID or access card.

5.2.6 Users are not allowed to share their print account.

5.2.7 Users shall be able to print in any of the MFP in IMU.

5.2.8 Users with large volume prints are advised to use the services in IMU Print Center (located in Bukit Jalil). For IMU related MFP use, the outsource contractor shall take note of the user, obtain confirmation and charge to the user/department. This shall be reflected in user/department print report.

5.2.9 Local network printers shall not be approved or maintained. Exclusion to this is detailed in Appendix A.

- 5.2.10 Student printing shall be managed by the outsourced contractor.
- 5.2.11 Students are restricted to selected areas, i.e. student print areas.
- 5.2.12 Guest of IMU shall use the services in IMU Print Center (located in Bukit Jalil) to conduct their prints.

### **5.3 Guidelines**

- 5.3.1 Users are encouraged to minimize printing/copying and instead scan documents.
- 5.3.2 ITS shall monitor and manage the refill of MFP with papers and provide spares. Department are advised to assist in the refill.

#### **5.3.3 Request for Local Network Printers**

- 5.3.3.1 Request shall be made via ITS. Such approval will require prior support from Head of Department. ITS shall conduct the review of the request. User shall be expected to present a justification to Vice President Finance and Director, ITS for final approval.

## **6. RELATED LEGISLATION**

Not Applicable

## **7. RELATED POLICY**

Not applicable

## **8. REVIEW**

The Policy will be reviewed at least once every three (3) years, and if necessary, updates will be made to reflect changes on regulatory and compliance guidelines.

## **9. APPENDIX**

- 9.1 Appendix A List of Local Network Printers Applicable Template

Appendix A: List of Local Network Printers applicable:

NO	DEPARTMENT	CAMPUS	DESCRIPTION
a.1	-	-	-