



## Updated Centralized Printing Service Policy (CPrint) Rev-3

### **1. Introduction:**

1.1 Centralized Printing Service (CPrint) is the printing solution deployed at COMSATS Lahore Campus that regularizes the printing services of the campus by enforcing CPrint rules and quota. Print servers at Data Center and the network printers in all the building blocks are deployed to ensure the smooth printing operation at campus. All the employees and Ph.D. scholar of CIIT Lahore campus who have the valid domain (ciitlahore.edu.pk) login may use this service on the network of COMSATS Lahore Campus.

### **2. Support:**

- 2.1. The step by step guide for the installation of CPrint printer is available online.
- 2.2. Employees support Section provide on desk support for this service which may be contact by sending email [helpdesk@ciitlahore.edu.pk](mailto:helpdesk@ciitlahore.edu.pk) or calling at extension 849 & 804.
- 2.3. The printer repairing and tonner recycling/refilling facility is available on campus in Hardware and Electronics maintenance Center.
- 2.4. Complaints regarding this service may be registered at In-charge ITS office.

### **3. Purpose:**

3.1 The purpose of this policy is to provide guidelines about the print quota and usage for CPrint Users and administrators.

### **4. Scope:**

4.1 This policy applies to all CIIT Lahore campus employees and Ph.D scholars.

### **5. Policy Guidline:**

#### **5.1. High/medium level Network/Shared Printers:**

There will be one location of CPrint node in one building block with redundant backup (If possible) and no desktop printer will be issued to individuals unless it is specifically mentioned in the Cprint policy. All the CPrint Users may avail this facility from any CPrint printer of the campus however nearest available centralized printer is more appropriate.

#### **5.2. Desktop/ Individuals/ Dedicated / Entry Level Printers:**

The Director, Director's Office, Academic Heads, Associate Academic Heads, Administrative Heads, Section In-charges, Departmental Coordination Officers, Service windows (Only those who has to provide printed documents to its users), faculty members (having approved printer for project) will be provided dedicated desktop/entry level Printer. Multiple dedicated printers will not be issued to single user in any case. These printers should not be used for heavy printing however if needed user may use shared printer in nearest location.



## 6. Usage:

- 6.1 The normal official timing for the CPrint service in all blocks will be from 9:00 AM to 7:00 PM (Monday to Friday). However extended time maybe allowed with the approval of the Worthy Director.
- 6.2 All the CPrint services are authenticated from ciitlahore.edu.pk domain. So the user must have a valid domain account to avail this facility.
- 6.3 All the confidential official documents like question paper/ answer key should be printed through the desktop printers in the department. The users are not supposed to use centralized printing for this purpose.
- 6.4 CPrint service is for official documents only.
- 6.5 Printing quota is approved by the competent authority. Moreover the In-charge ITS may provide extension in printing quota up to 20 % of assigned quota on the recommendation of respective HOD/In-charge. The extension will be given for the running month only.
- 6.6 The user will be able to see its quota status online. However the users need to install client software on his/her system that is available on CPrint Server.
- 6.7 The users are not allowed to share print quota with each other. Left over print quota is not transferable to next month.
- 6.8 All the requests that require the extension more than the 20 % of quota or those requests whose extension period is more than one month will be forwarded to the Director Campus for the approval or advice as the case maybe.
- 6.9 There will be an official water mark on every page.
- 6.10 Quota for the service windows will be decided by In-charge ITS based on need analysis, previous experiences and recommendation of relevant In-charge/HOD.
- 6.11 By default there will be no printing quota for Staff Grade (SG-I, SG-II, SG-III and SG-IV) however, if his/her official duty need printing facility, he/she may be facilitated up-to the level mentioned in print quota document, subjected to the recommendation of his/her related supervisor and In-charge ITS.

## 7. Enforcement:

- 7.1 All the printing will be logged and monitored. Any User/Administrator found violating this policy may be subject to disciplinary action.

**Incharge ITS**

**Director**



**Updated Printing Quota for CPrint Users (Rev.3)**

**Faculty Members:**

**Pages/ Month**

1. Professors	300
2. Associate Professor/ Advisors	250
3. Assistant Professor	200
4. Lecturer/ Research Associate	150
5. Internee	100

**Administrative Staff:**

1. OG-IV	300
2. OG-III	250
3. OG-II	200
4. OG-I	150
5. SG-IV/ SG-III	Up to 100*
6. SG-II/ SG-I	Up to 50*

**Services Window's**

Up to 1000\*

**Students:**

1. Ph.D Scholars	50
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\*subjected to the nature of work

Your kind approval is requested.

**Incharge ITS**

**Director**