

# International Balkan University (IBU)

## Centralized Printer Usage Policy

This policy outlines the usage guidelines for centralized printers at the university. The goal is to streamline printing, scanning, and copying processes while ensuring security, reducing costs, and promoting sustainability. This policy also addresses decommissioning old printers, which are no longer permitted for use and will be collected from offices. This policy applies to all academic and administrative staff.

### 1. Centralized Printer Access

- **User Credentials:** Each user is assigned a unique username and password or user pin, which must be used to access the centralized printers for printing, scanning, and copying.
- **Authentication:** Users must authenticate themselves at the printer by entering their username/password or user pin. This is required to initiate any printing, scanning, or copying tasks.
- **Confidentiality:** Users are responsible for maintaining the confidentiality of their login credentials. Sharing of login details with others is strictly prohibited.

### 2. Printing, Scanning, and Copying Procedures

- **Authorized Use Only:** The centralized printers will be used only for university-related purposes. Personal printing or unauthorized use of printers is not permitted.
- **Print Quotas:** Users may be assigned print quotas based on their role (e.g., faculty, department, head of unit, etc.). Exceeding the assigned quota may result in additional charges or restrictions.
- **Secure Printing:** Sensitive documents should be printed using the secure print feature, which releases documents only after the user authenticates at the printer.
- **Scanning and Emailing:** Scanned documents can be sent directly to the user's email address or saved in university-approved cloud storage. Users must not scan and send sensitive information to unauthorized recipients.

### 3. Printer Management

- **IT Department Oversight:** The IT department is responsible for maintaining, configuring, and managing all centralized printers. Printer issues should be reported to the IT help desk.
- **Printer Consumables:** The IT department will manage the supply of printer consumables, including paper and toner. Users should not replace consumables themselves.

### 4. Old Printer Decommissioning

- **Discontinuation of Old Printers:** Old, decentralized printers are no longer allowed. The IT department will decommission and collect them.
- **Collection Process:** The IT department will coordinate with departments to collect old printers from offices. Users should refrain from using or attempting to

maintain these printers.

## **5. User Responsibilities**

- **Responsible Usage:** Users must use centralized printers responsibly, minimizing waste and avoiding unnecessary printing.
- **Environmental Awareness:** Users are encouraged to consider the environmental impact of their printing activities. Digital alternatives to printing (e.g., electronic document sharing) should be used whenever feasible.

## **6. Security and Privacy**

- **Document Security:** Users are responsible for ensuring that printed documents containing sensitive information are retrieved promptly from the printer. The university is not responsible for documents left unattended.
- **Data Protection:** Scanned or printed data must be handled in compliance with the university's Data Protection Policy. Users must avoid scanning or printing confidential information unless necessary.

## **7. Enforcement and Compliance**

- **Monitoring:** The IT department may monitor printer usage to ensure compliance with this policy. Any misuse or violation of the policy may result in restricted access or disciplinary action.
- **Penalties:** Unauthorized use of printers, tampering with printer settings, or attempts to bypass security measures will be subject to disciplinary action per university guidelines.

## **8. Policy Review and Updates**

- The IT department will review this policy annually and update it as necessary to reflect technological changes, university needs, or environmental regulations.