



# Policies

## Printer Policy

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### Purpose

Printers represent one of the highest equipment expenditures at Banks DIH Limited. The goal of this policy is to facilitate the appropriate and responsible business use of Banks DIH Limited's printer assets, as well as control Banks DIH Limited's printer cost of ownership by preventing the waste of paper, toner, ink, and so on.

### Scope

This Printer Policy applies to all employees of Banks DIH Limited, as well as any contract employees in the service of Banks DIH Limited who may be using Banks DIH Limited networks and equipment.

### Supported Printers

Banks DIH Limited supports the printers named in the table below. Banks DIH Limited strives to secure and maintain standardized printer models in order to optimize contractual agreements and minimize support costs. The table indicates the model, resolution, location, and capabilities (e.g. color printing, double-sided printing, large print jobs, and special paper types) of all Banks DIH Limited printers.



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DESCRIPTION	MODEL #	Resolution	DEPARTMENT	LOCATION	Capability
HP Colour Laserjet CP1515N	CC377A		ICT	Room #1	Colour
HP Deskjet 8000	CB092-64001		I/Cream Production Plant	Ms. Rishma's Office	Colour
HP Office Jet Pro 8720	D9L19A		Human Resource	Ms Sharon's Office	Colour
HP Colour Laserjet M553dn	B5L25A		Human Resource	General Office Area	Colour
HP Colour Laser Jet Pro M477fdw	CF379A		Human Resource	Training Manager's Office	Colour
HP Colour Laserjet M553dn	B5L25A		Trisco Plant	Secretary Office	Colour
HP Colour Laserjet M553dn	B5L25A		Sales Office	Sales Administration Area	Colour
HP Officejet Pro 8610	A7F64A		Shares Office	Ms. Drew's Office	Colour
HP Laserjet M600	CE990A		Internal Audit	General Office Area	Monochrome
HP Laserjet CM1415fnw	CE862A		Shares Office	Ms. Darre's Office	Colour
HP Colour Laserjet M553dn	B5L25A		Budgeting & Costing	General Office Area	Colour
HP Colour Laser Jet Pro M477fdw	CF379A		Sales Office	Secretary's Office	Colour
HP Laserjet CM1415fnw	CE862A		Legal Office	General Office Area	Colour
HP Officejet Pro 8710	D9L18A		Security	Secretary's Office	Colour
HP Colour Laserjet CP5525	CE707A		Engineer's Office	General Office Area	Colour
HP Deskjet 6940	C8970A		Central Lab	Ms. Ramnauth's Office	Colour
HP Laserjet CP4025n	CC489A		Brewery	Asst. Brewmaster's Office	Colour
HP Deskjet 6940	C8970A		Distribution Warehouse	Mr. Sherman's Office	Colour
HP Colour Laserjet M553dn	B5L25A		Customs Dept	Customs Back Office	Colour
HP Laserjet P4015n	CB509A		Customs Dept	Secretary's Office	Colour
HP Colour Laserjet M553dn	B5L25A		Head Office	Accounts Department	Colour
HP Officejet Pro 8610	A7F64-64001		Head Office	Ms. Oudkert's Office	Colour
HP Colour Laserjet M750	D3L09A		Buildings Department	Secretary's Office	Colour
HP Colour Laserjet M553dn	B5L25A		Vehicle Workshop	Administration Section	Colour
HP Colour Laserjet M553dn	B5L25A		Environmental & Safety	Mr. Persaud's Office	Colour
HP Latex 330 Printer	E2X76A		Vehicle Workshop	Printing Room	Latex
HP Latex 365 Printer	V8L39A		Vehicle Workshop	Printing Room	Latex
HP Designjet T1300 44"	CR651A		Buildings Department	Printing Room	Large Paper
HP Deskjet 6988	CB055A		Head Office	Chairman's Office	Colour
HP Colour Laser Jet Pro M477fdw	CF379A		Head Office	Chairman's Secretary Office	Colour
HP Laserjet CP1025nw	CE914A		Head Office	Co Managing Director's Office	Colour
HP Deskjet 6940	C8970A		Head Office	Ms. Oudkert's Office	Colour
HP Deskjet 6980	C8969F		ICT	Room # 2	Colour
HP Officejet Pro 6970	J7K34A		ICT	Mr. Bynoe's Office	Colour
HP Deskjet 6940	C8970A		Business Development	Mr. Dookhoo Office	Colour
HP Colour Laser Jet Pro M477fdw	CF379A		Payroll Department	Ms. Rosalyn Small	Colour
HP Colour Laser Jet Pro M477fdw	CF379A		Demico House	Administration Section	Colour
HP Officejet Pro 6970	J7K34A		Demico House	Administration Section	Colour
HP Colour Laserjet CP3505	CB443A		OMG	Administration Section	Colour
HP Deskjet 6980	C8969F		Berbice Branch	Mr. Matthews's Office	Colour
Ricoh Info Print IBM 6500	INFOPRINT 6500		Head Office	Accounts Department	Forms
Lexmark MS810dn	4063-230		Head Office	Cheque Writer	Monochrome
Lexmark CS510De	5027-630		Rum Factory	Executive Office	Colour
Lexmark T652n	4062-21A		Novelty Department	Ice Cream Warehouse	Monochrome
Lexmark Ms312Dn	4514-330		Human Resource	Ms Gonsalves's Office	Monochrome
Lexmark T652n	4062-21A		Distribution Warehouse	Trisco Warehouse	Monochrome
Lexmark CS510de	5027-630		Sales Office	Executive Office	Colour
Lexmark MS810n	4063-210		Accounts Department	Cashier's Office	Monochrome
Lexmark MS810dn	4063-230		Sales Office	Presell Office	Monochrome
Xerox Workcenter 5875	XEROX 5875		Credit Control	Credit Control	Monochrome
Lexmark T654n	4062-41A		Distribution Warehouse	Beverage Warehouse	Monochrome
Lexmark MS810dn	4063-230		Material Handling	Consumable Stores - James	Monochrome
Lexmark MS810dn	4063-230		Material Handling	Spare Stores - Roopnarine	Monochrome
Lexmark T652n	4062-21A		Material Handling	Spares Stores Office - Ronald	Monochrome
Lexmark CS510de	5027-630		Material Handling	Customs Office	Colour
Lexmark MS810dn	4063-230		ICT	Programmer's Printer	Monochrome
Lexmark CS510de	5027-630		Power Generation Plant	Power Generation Office	Colour
Lexmark T652n	4062-21A		Wholesale L/Store	General Office Area	Monochrome
Lexmark MS810dn	4063-230		Demico Hotel	Receptionist's Desk	Monochrome
Lexmark MS810dn	4063-230		Retail Liquor Store	Cashier's Office	Monochrome
Ricoh Info Print 1552N	IBM Infoprint 1552		Berbice Branch	Cashier's Office	Monochrome
Lexmark T652n	4062-21A		Berbice Branch	Warehouse	Monochrome
Lexmark MS810n	4063-210		Berbice Branch	Cashier's Office	Monochrome
Lexmark T652n	4062-21A		Eden Branch	Ms. Easton's Office	Monochrome
Lexmark T654n	4062-41A		Special Events	Cashier's Office	Monochrome
Lexmark T654n	4062-41A		Bartica Branch	Manager's Office	Monochrome
Lexmark MS810dn	4063-230		Essequibo Branch	Supervisor Office	Monochrome



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Printer Name	Printer Model	Resolution (dpi)	Location	Capabilities
Datamax O'neil			Mobile Sales Force	Bluetooth
Epson	TM T88V		All POS Area	Thermal

## General Policy

1. Printers are to be used for documents that are relevant to the day-to-day conduct of business at Banks DIH Limited. Banks DIH Limited printers should not be used to print personal documents.
2. Installation of personal printers is generally not condoned at Banks DIH Limited due to the cost of maintaining and supporting many dispersed 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 at issue, personal printers may be allowed.
3. Do not print multiple copies of the same document – the printer is not a copier and typically costs more per page to use. If you need multiple copies, print one good copy on the printer and use the photocopier to make additional copies.
4. If you print something, please pick it up in a timely fashion. If you no longer want it, please dispose of it appropriately (i.e. recycle).
5. If you come across an unclaimed print job, please stack it neatly in the area specified by the respective department. All unclaimed output jobs will be discarded after 24 hours.
6. 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).
7. Make efforts to limit toner use by selecting light toner and lower dpi default print settings.
8. Avoid printing large files, as this puts a drain 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.
9. If printing a job in excess of 25 pages, please be at the printer to collect it when it comes out to ensure adequate paper supply for the job and that the output tray is not overfull (i.e. you may need to remove some of the output before the print job is finished).



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10. Save and except where it is absolutely necessary, 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.
11. Avoid printing a document just to see what it looks like. This is wasteful.
12. Avoid re-using paper in laser printers, as this can lead to paper jams and other problems with the machine.
13. 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 or the table above to find out which machines can handle these specialty print jobs.
14. 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. You are strongly encouraged to avoid printing in color when monochrome (black) will do.
15. Printer paper is available at Thirst park Stores. Toner cartridges are available at Thirst Park stores.
16. 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.
17. Report any malfunction of any printing device to Help Desk ([helpdesk@banksdih.com](mailto:helpdesk@banksdih.com) or 225-0910 ext. 2129/2409) as soon as possible.

## Enforcement

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

## Employee Declaration

I, \_\_\_\_\_, have read and understood the above Printer Policy, and agree to adhere to the rules outlined therein.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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