Centralized Printing Service (CPrint) Policy

Introduction:

Centralized Printing Service (CPrint) is the printing solution deployed at COMSATS Lahore Campus that regularizes the printing 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.

Support:

- The step by step guide for the installation of CPrint printer is available online.
- Employees support Section provide on desk support for this service which may be contact by registering ticket at helpdesk.ciitlahore.edu.pk or calling at extension 849.
- The printer repairing and tonner recycling/refilling facility is available on campus in Hardware and Electronics maintenance Center.
- Complaints regarding this service may be registered at In-charge ITS office.

Purpose:

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

Scope:

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

Rule:

- There will be one location of CPrint node in one building block with redundant backup and no desktop printer will be issued anyone unless the user is in the exception list.
- All the CPrint Users may avail this facility from any CPrint printer of the campus however nearest available centralized printer is more appropriate.
- The official timing for the CPrint service in all blocks will be from 9:00 AM to 7:00 PM (Monday to Friday).
- All the CPrint services are authenticated from ciitlahore.edu.pk domain. So the user must have a valid domain account to avail this facility.
- All the confidential official documents like question papers should be printed through the desktop printers in the department. The users are not supposed to use centralized printing for this purpose.
- CPrint service is for official documents only.
- 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.
- 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.
• The users are not allowed share print quota with each other. Left over print quota is not transferable to next month.
• 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 competent authority for the advice.
• There will be official water mark on every page.

**Exception List:**

The Director, HODs, In-charges, DCOs, and those faculty members who have approved printer for project are in exception list.

**Enforcement:**

Any User/Administrator found violating this policy may be subject to disciplinary action.