Printing Scanning and Photocopying Procedure

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1  Objective

This procedure provides guidance for the procurement and installation considerations regarding printing, scanning and photocopying devices and associated consumables at the University of Tasmania; as well as details various printing, scanning and copying services available at the University of Tasmania.

2  Scope

This procedure applies to all printing, scanning and copying services and devices managed by Information Technology Services and applies to all staff and students at the University of Tasmania.

3  Procedure

Procurement and installation of printing, scanning and copying devices and associated consumables are to be managed via IT Services as per the Printing, Scanning and Photocopying Policy.

3.1  Procurement of printing, scanning and copying devices and associated consumables

Current pricelists and purchasing instructions are located via the University of Tasmania staff intranet via the IT Services Procurement web page: http://www.utas.edu.au/it/procurement

The following should be considered prior to purchasing:
- device requirements and intended usage
- existing infrastructure
- reduction of energy usage and wastage
- use of the University of Tasmania network.

3.2  Installation of Staff printing, copying and scanning devices

Staff printing, copying and scanning devices should be installed by an approved third party under contracts managed by Infrastructure Services and Development.

The following should be taken into consideration:
- device requirements and intended usage
- existing infrastructure
- reduction of energy usage and wastage
- network connections
- availability of local support
- projected usage of device.

PIN access may be established for those devices shared by different departments, or for devices located within the same department upon request to the Service Desk via: http://www.utas.edu.au/service-desk
3.3 Paid Printing for students (Copying and Printing System-CAPS) including crediting, recharging and refunding

Paid printing for students (CAPS) will be available at locations based upon the sustainability of the service; taking into consideration, but not limited to:

- geographical location
- projected usage of services
- availability of the UTAS wired/wireless network
- availability of local support.

CAPS accounts are setup automatically for all UTAS Staff, Student and NUMA account holders

Crediting or “recharging” of CAPS accounts will be available via several payment options, including:

- internet: http://caps.its.utas.edu.au
- over the counter service
- self-serve coin machines
- UTRAN (corporate use only).

Should printing fail, a refund for CAPS credits may be requested via the Service Desk: http://www.utas.edu.au/service-desk

A withdrawal of CAPS credit is only available when a user is leaving the University of Tasmania and the users’ University of Tasmania account is to be closed.

Further information about CAPS printing can be found at the following locations:

- https://wikis.utas.edu.au/display/IT/CAPS+-+Documentation+for+Operators
- https://wikis.utas.edu.au/display/IT/CAPS+-+Documentation+for+Users

4 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>CAPS</td>
<td>Copying and Printing System.</td>
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<tr>
<td>CIO</td>
<td>Chief Information Officer, the director of the IT Services division.</td>
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<tr>
<td>Hub</td>
<td>An administrative collection of University Faculties or Divisions.</td>
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<tr>
<td>IT Services</td>
<td>Information Technology Services, the IT service delivery division of the University.</td>
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<tr>
<td>NUMA</td>
<td>Non University Member Access</td>
</tr>
<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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<tr>
<td>PIN</td>
<td>Personal Identification Number.</td>
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5 Supporting Documentation

- Printing, Scanning and Photocopying Policy
- Copier and Printer Safe Procedure

6 Versioning

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