

Title: 文件名 :	ePrinter and Desktop Printer Policy 电子打印机及桌面打印机政策
Policy Owner: 政策所有者 :	Office of Information Technology (“IT Department”) 信息技术办公室 (“IT部门”)
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Applies to: 适用于 :	All members of the Tianjin Juilliard School community (includes all faculty; staff; and students) 天津茱莉亚学院全体成员 (包括所有教师、行政人员 及学生)
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ePrinter and Desktop Printer Policy 电子打印机及桌面打印机政策

This document specifies The Tianjin Juilliard School’s (TJS) policy (“Policy”) regarding deployment of ePrinter and Desktop Printer Policy. With opening up our newly campus, we will have significant increase in the number of printers across all departments with attendant cost, overhead and environmental implications.

本文件规定了天津茱莉亚学院 (TJS) 关于配置电子打印机和桌面打印机的政策 (以下称“政策”) 。随着我们新校园的开放 , 所有部门打印机数量将显著增加 , 并伴随着成本上升、管理费用增加和环境影响增强。

Specifically, this Policy governs who is eligible for desktop printer and it applies to all faculty, staff and student. Only IT Department-approved printers may be used at TJS. In addition, all printers must be connected to the IT network to facilitate proper management and servicing. Prior approval by the IT Department is always required before connecting any device to the IT network.

具体来说，本政策管理谁有资格使用台式打印机，适用于所有教师、行政人员和学生。仅可在天津茱莉亚学院使用IT部门批准的打印机。此外，所有打印机必须连接到IT网络，以便实现妥当管理和维护。在将任何设备连接到IT网络之前，始终需要得到IT部门事先批准。

ePrinter Policy and Usage

电子打印机政策和使用

ePrinter Goals:

电子打印机目标：

- Protect the environment
保护环境
- Save money for TJS
为天津茱莉亚学院节约成本
- Eliminate unnecessary printing and copying
避免不必要的打印和复印
- Improve security when printing sensitive documents
打印敏感文件时，提高安全性
- Provide convenient printing options to TJS community at centralized locations to reduce use (and cost) of personal printers
在中心地点为学院成员提供方便的打印选择，从而减少对个人打印机的使用（及成本）

ePrinter in Brief:

电子打印机简介：

- With ePrint, you provide your ID when you print from your PC, and then swipe your badge at a designated ePrinter to get your pages.
从电脑进行电子打印时，需要提供 ID，然后在指定的电子打印机上刷卡以获取页面。
- ePrinting improves document security and prevents print outs from getting lost or misplaced. For example, if a printer has a long print job in front of yours in the queue, and your job comes out when you are not physically at the printer, your print outs could be accidentally misplaced or viewed by unintended readers.

电子打印提高了安全性,同时也排除了打印丢失或误放的可能性——例如,当打印机前面有长作业清单时,您不在打印机旁将会导致您的打印的文件被误放,或是不小心被其他人员读到。

- ePrint improves copying as well. You must swipe to copy, making everyone accountable for the copies they make.
电子打印也改进了复印。每个人必须刷卡以进行复印,让每个人都对他们制作的复印件负责。

Advantages of ePrinting:

电子打印机的优势:

- Paper will eject only when a person is present (and swipes a badge)
只有当有人在场(并刷卡)时,纸张才会弹出。
- Default settings of double-sided and black-and-white (B+W) printing provide an eco-friendly option.
默认设置为双面打印和黑白打印来提供最环保的选择。
- After pressing “print” from a PC, users can still change their mind, and choose not print to paper
即使从电脑上点击“打印”后,用户仍可以改变选项,选择不通过纸张打印。
- ePrinting is more convenient because users can print from any of the many printers on campus.
电子打印机提供更方便的体验,用户可以从校园任何一台打印机打印。
- If any one printer is out of service, users can simply walk to another ePrint location and print from there.
如某台打印机停止运转,用户可以选择到另一台电子打印机所在地打印。

ePrint Allowance for Faculty and Staff:

教师及行政人员打印补助:

- Currently, all faculty and staff enjoy a printing quota of unlimited number of pages at no charge. This policy is **subject to change**.
目前,所有教职工享有免费不限张数打印。此项政策会根据实际情况调整。
- Reports will be available to analyze departmental usage on a monthly basis.
每月将提供报告以分析部门使用情况
- Reports will show the costs of printing and copying, with a breakdown of usage for color / B+W printing
报告将显示打印和复印成本,并附带彩打/黑白打印明细
- At a future date to be announced, printing charges will be redirected and allocated to each department.
之后(时间待定)印刷费用将被重新分配到各个部门。

ePrint Allowance for Student:

学生打印补助

- At the beginning of each semester, students will be given an ePrint allowance of 50 RMB.
每个学期的开始，学生将获得 50 元人民币的电子打印补助。
- This allowance yields 500 sheets of B+W printing or copying. The cost of B+W printing is 0.1 RMB per sheet. Note: the above number refers to “sheets” of paper, not “pages” of contents.
该补助可以用于 1 角钱一张的黑白打印或复印 500 页。注：上述数量所指的是实际打印纸张数量，而不是内容的页数。
- The cost of color printing or copying is 1 RMB per sheet. The allowance of 50 RMB yields 50 sheets of color printing or copying, 10 times fewer than B+W prints.
彩色打印为 1 元一张该补贴可用于 50 张彩色打印或复印,为黑白打印成本的 10 倍。
- At the end of each semester, the unused allowance will expire. At the beginning the following semester, the allowance will be reset to 50 RMB for each student.
学期结束未用完的打印补助将会过期。新学期开学时，每个学生的账户上会重置 50 元打印补助。
- If students use up their allowance and wish to top up, they can go to the Finance Office to purchase additional credit, present the receipt to IT Office, and the additional amount will be credited to their allowance. At the end of the semester, any unused top-up credit will be cancelled and will not be rolled over to the next semester.
如果打印补助用完，可以到财务室缴费，然后将发票出示给IT部门进行充值。学期结束后，未用完的充值金额将会被清零并不会被延续使用到下一个学期。

Comparison between Color and B+W printing:

彩打与黑白打印对比:

- Color prints will cost 10 times as much as B+W prints.
- 彩打成本为黑白打印的十倍。
 - For faculty and staff there are currently no charges to departments, but the monthly usage report will be reflect the expense of color versus B+W printing. B+W printing is strongly recommended where possible.
对于教师及行政人员来说，目前打印不收取费用，但报告将显示学院将花费的成本，因此鼓励使用黑白打印。

Double-sided compared to Single-sided:

双面打印与单面打印对比:

- Charges are calculated by the number of sheets, not by the name of pages. (Printing a two-page document on two sheets of paper costs twice as much as printing on a double-sided single sheet of paper.).Double-sided printing is strongly recommended.

打印按照所用纸张数量而非页面数量计费 (在两张纸上打印两页文档的成本是双面打印的两倍。) 强烈推荐使用双面打印。

Requests for Printing Services and Repairs

打印服务及维修请求

- Requests for connectivity to ePrinter should be made to the IT Department via the submission of a Service Desk ticket (helpdesk-it@tianjinjuilliard.edu.cn).
应通过提交服务台票据向 IT 部门提出连接到电子打印机的请求(helpdesk-it@tianjinjuilliard.edu.cn)。
- All ePrinter must be connected to TJS network to ensure proper management and servicing.
所有电子打印机必须连接到天津茱莉亚学院网络，以确保妥当的管理和服务。
- All equipment connected to TJS IT network (inclusive of all printers) require prior approval by the IT Department before such devices are purchased and prior to implementing network connectivity.
在购买所有连接到天津茱莉亚学院 IT 网络的设备和进行网络连接之前 (包括所有打印机) ，都需要得到 IT 部门的事先批准。
- All ePrinter will be set to black-and-white and double-sided printing as the default print configuration.
所有电子打印机将被默认设置为黑白和双面打印。
- Departments requiring additional printers should submit such requests to the IT Department in writing, ideally during the regular budget cycle.
需要额外打印机的部门应将此类请求以书面形式提交给 IT 部门，最好在固定预算周期内提交。
- Exceptions to this Policy must be made in writing and be supported by the relevant Department Head. Each case will be considered on its individual merits in consultation with the Office of Finance and Office of Human Resource, and in consideration of available resources.
本政策的例外情况必须以书面形式提出，并得到相关部门负责人支持。IT 部门将与财务部和人力资源部协商，并在考虑现有资源的情况下，根据具体情况进行审议。

Desktop Printer Policy and Usage

桌面打印机政策及使用

Desktop Printer Eligibility Criteria:

桌面打印机合格标准：

Only staff members in the following positions are eligible to be assigned a desktop printer:

仅担任下列职位的行政人员才有资格使用台式打印机：

- Members of senior staff or department heads.
高级管理人员或部门主管。
- Positions requiring significant printing of sensitive and confidential documents, e.g., HR-related information, salary.
需要大量打印敏感和机密文件的职位，如人力资源相关信息、薪资等。
- Positions requiring specialized printing capabilities, e.g., public relationship, marketing, production.
需要专业打印能力的职位，例如公关、市场和生产。

Printing Services and Use of Desktop Printers

打印服务和桌面打印机使用

- Individuals who require printing services and do not qualify for access to a desktop printer will be connected to the nearest ePrinter.
需要打印服务且不符合台式打印机条件的个人将被连接到最近的电子打印机。
- New employees will be connected to the nearest ePrinter as part of the standard IT setup during the onboarding process.
作为标准IT设置的一部分，新员工将被连接到最近的电子打印机。
- TJS-purchased IT equipment including desktop printers must be returned to the IT Department when the assigned user is no longer employed or affiliated with the TJS.
指定用户不再受雇或不再隶属于天津茱莉亚学院时，后者所购买的IT设备（包括台式打印机）必须由IT部门回收。
- The Office of Human Resource should be contacted by the relevant department as soon as it is known an employee will be leaving, who will then notify IT Department of the imminent departure. This equipment will appropriately sanitized (if applicable) and repurposed for use by other users based on the needs of TJS.
一旦得知员工将要离职，相关部门应立即与人力资源办公室联系，然后通知IT部门。该设备将被适当消毒（如适用），并根据天津茱莉亚学院需要重新调整用途以供其他用户使用。
- TJS-purchased IT equipment may not be transferred to another employee or TJS affiliate without pre-approval by the IT Department.

未经 IT 部门事先批准，天津茱莉亚学院购买的 IT 设备不得转让给其他员工或天津茱莉亚附属机构。

- TJS-purchased IT equipment that is no longer functional or is no longer of use must be returned to the IT Department where it will be repaired, redistributed or properly/securely decommissioned and disposed.

天津茱莉亚学院购买的有故障或不再使用的 IT 设备必须归还给 IT 部门以进行维修、重新分配或妥当/安全地报废和处置。

Questions regarding all printer requests, purchases and/or the TJS Printer Policy may be directed to the IT Department email at helpdesk-it@tianjinjuilliard.edu.cn

所有有关打印机请求、购买和/或天津茱莉亚学院打印机政策的问题，请发送电子邮件至IT部门：helpdesk-it@tianjinjuilliard.edu.cn

Additional materials are available that is of interest to IT. Also, additional information will be included on the Web on how to install printers.

另有与IT相关的其他资料可供查阅。此外，关于如何安装打印机的其他信息将被上传至网页上。