Asia University OICT Printing Center Management Guidelines

1. The Printing Center (Center) is the place to output, input materials and access the computers, for all students and faculty. The user can use a computer as well as network service, laser printers, color laser printers, large color inkjet plotters, scanners, DVD writer and card readers. To ensure our service quality, this guideline is established.

2. This Center is responsible for maintaining various devices in good conditions, simple troubleshooting and machine operation. The manufacturing, design and mass producing services are not included. The user is not allowed to use the equipment to do business-related transactions and illegal activities. If any abuse is found, the OICT has the rights to suspend the usage.

3. The service model of the Center is using the online credits. Each student has 100 points deposit per year and the faculty has 200 points per year. The account is the Asia Network ID (ANID).

4. The ATM machine can be used to purchase credits for your account, fifty points as a unit. One point is equivalent to one NT dollar. Take the receipt to the OICT Service Desk to deposit the credits to your account. The service hours are between 8:00am and 5:00pm. The credits become available thirty minutes after the deposit. The points are valid for one year (academic year). The number will be reset when it is expired.

5. The charging for each service:
   A. DVD writer: Free (but no mass production or long occupation.)
   B. Scanner: Free (but no mass production or long occupation.)
   C. Card reader: Free.
   D. Black & white printing: A4, 1 point per page.
   E. Color printing: A4, 15 points per page.
   F. Large output: A2, 100 points per page.
   G. Large output: A1, 200 points per page.

H.   Large output: A0, 300 points per page.

The usage depends on the available devices. If the job is failed due to improper operation, the user still has to pay for it.

6. To use large output services, one has to apply at the campus portal or pay at the ATM machine. The applicant provides the output files to the OICT personnel, He can pick up the outputs in three days at the OICT Service Desk.

7. The guidelines are approved by the OICT advisory Committee, issued by the president. For the amendment, the process is same.