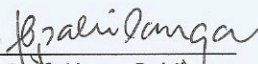


Procedure No:	ADM-PROC-ITC-0009
Procedure Title:	Procedures on the Use of the Continuous Ink System
Related Policy:	ADM-POL-ITC-0011 Continuous Ink System
Date of Issuance:	S.Y. 2018-2019
Effectivity:	S.Y. 2018-2019 to present
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Office of Origin: (Procedure Expert)	Letran Information Systems, Technology and Network (LISTeN)
"Supersedes" Notification:	
Procedure Description:	This procedure details the process for the installation, deployment, ink replenishment and reporting of defects and damages on CIS printers.
Areas of Responsibility:	Letran Information Systems, Technology and Network (LISTeN)
Procedure Details:	<p>Installation and Deployment of CIS printers</p> <p>Step 1 – The employee reports to the LISTeN Office the exhaustion of their existing ink supplies.</p> <p>Step 2 – The designated LISTeN personnel installs the printer to the Office.</p> <p>Step 3 – The Office can start using the CIS printers.</p> <p>Ink replenishment of CIS printers</p> <p>Step 1 – The employee reports to the LISTeN Office the need to replenish the supply of ink.</p> <p>Step 2 – The designated LISTeN personnel proceeds to the reporting Office and replenishes ink.</p> <p>Reporting of defects and damages</p> <p>Step 1 – The employee reports to the LISTeN Office any manifestation of defect or damage to the LISTeN Office.</p> <p>Step 2 – The LISTeN personnel checks and repairs the CIS printer.</p> <p>Step 3 – The LISTeN personnel prepares a summary report of the defect or damage. In cases when the defect is not addressed, a replacement printer will be installed.</p> <p>Step 4 – The defective printer will be reported and forwarded to the CIS supplier.</p>
Procedure Approval Authority:	Letran Information Systems, Technology and Network (LISTeN)
References:	
Definition:	
Help Page:	
Prepared by:	Letran Information Systems, Technology and Network (LISTeN)
Approved by:	 Asst. Prof. Henry Pahilanga
Date of Approval:	12/7/2018

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