Please follow these steps to ensure you choose the right printer for your needs, and you are correctly billed for the ongoing charges.

**ADVICE** and guidance is available from Julie Moore sustainable-print@bristol.ac.uk and Tom Lawson, Canon Account Manager tom.lawson@cuk.canon.co.uk

We can advise on replacing a device or review/rationalise departmental requirements to improve print performance and reduce costs.

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**CHOOSE DEVICE**

Canon can supply a wide range of printers under the terms of the University’s contract. Choose from the UoB device catalogue. Functionality including Print Release, copying, printing, stapling and scanning to email can all be included.

*Print release* is recommended to provide confidentiality and reduce paper waste by up to 30%.

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**DECIDE WHETHER TO LEASE OR PURCHASE**

Lease options 3 or 5 year – quarterly lease charge OR outright purchase

All devices whether leased or purchased are covered for support, servicing, maintenance and consumables by payment of a variable click (usage) charge.
**ORDER**

To lease – email your requirements to Tom Lawson [tom.lawson@cuk.canon.co.uk](mailto:tom.lawson@cuk.canon.co.uk)

A lease form will be returned to you for signature.

To purchase outright – Raise requisition in MyERP to Canon UK Ltd, Cockshot Hill, Reigate, Surrey RH2 8BF.

All the details below **must** be included for the order to be processed:

- Delivery address and 2 x contact names, email and phone numbers (must be able to discuss/agree delivery arrangements)
- Framework Agreement Number – CCS RM3781 LOT2
- Machine model including any accessories required
- Copy costs (Click charges)
- State serial number of any Canon Devices that are being collected, if a replacement printer is being ordered.

**RAISE TICKET WITH IT SERVICE DESK**

This needs to be raised as soon as the delivery date is known and is essential to ensure your device can be tagged and networked at the time of delivery. Print Release can also be set up if required (recommended)

Email [service-desk@bristol.ac.uk](mailto:service-desk@bristol.ac.uk) or call 0117 428 2100

Details required for ticket –

- Delivery date and time
- Model of printer
- Print release included?
- Location
- 2 x UoB contact names/email addresses who can be contacted on the delivery day

**COMPLETE NEW DEVICE RECORD**

Complete [New Device Record](#) and return this to Sustainable Print and Finance. This will ensure that quarterly bills for lease costs and/or click charges are recharged correctly. The ongoing costs will be recharged by Finance quarterly.

These click charges are variable, based on usage, and cover support, servicing, maintenance and consumables.