Require new print device

Fully supported device supplied by Canon (University contract)

Support/advice/guidance available from Amanda Gallacher, Print Services and Mike Price, Canon Account Manager, from replacement of a device to reviewing/rationalising departmental requirements, taking into account current infrastructure and anticipated print volumes.

Functionality available:
- Print release - providing confidentiality and reducing click rates/paper usage by 30%
- Copying
- Printing
- Scanning hard copy documents to ‘O’ Drive (Myfiles)

Requisitioner chooses appropriate Canon supported device from catalogue of print devices
- Outright purchase, 3 or 5 year lease terms—dependant on departmental requirements
- Support/Servicing/Maintenance/Consumables provided by Canon (agreed SLA), paid through variable (click) charge

Purchase: Requisitioner to place general requisition (see below for details required) through myERP to Canon:
- Delivery address in respect of device
- 2 x contact names, email & telephone numbers (able to discuss/agree delivery requirements)
- Product details must state:
  - Framework Agreement Number - CCS RM3781 LOT 2
  - Machine model including any accessories required
  - Copy Costs
  - State serial number of any Canon devices that are being collected

Lease: Canon to provide order to requisitioner for signature authorising lease

Requisitioner raises ticket with IT Service Desk, requesting IP address. Provide confirmation of model, delivery date, location and print release functionality (if required).

On receipt of device, IT Zonal Team IT tag and register the device (if purchased) and set up print drivers

Requisitioner notifies Amanda Gallacher, Print Services and Geoff Gallagher, Finance Services of delivery date, relevant charge codes, serial number of device and lease terms including click charges for consolidated invoice
Print Release Functionality

- Black & White or Colour queues—default duplex print settings which saves paper
- Enables you to release your printing using your UCard from any enabled device located across the University
- Provides confidentiality when device is used by a number of people
- Eliminates the risk of documents getting lost or picked up by someone else.
- Reduction of print wastage—energy, click charge and paper
- Provides resilience as if a printer is out of service or busy, you can choose a different enabled device to release the print—no requirement to request to print the document again
- Documents sent to the print release queues are stored on the system for 16 hours. During this time they can be ‘released’ from any print release enabled MFD. You can choose which MFD to collect the documents from, login using either a UCard or username and password and then decide which documents to print. You can delete any that are no longer required or after 16 hours the document is purged.