## Copier and Print Management

<table>
<thead>
<tr>
<th>Service Name</th>
<th>Copier and Print Management</th>
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<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Printing, copying and scanning services are available in many locations on campus. The location have multi-function devices which can perform all of these tasks on one device. Fax services are available as an option for departmental multi-function devices.</td>
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<tr>
<td><strong>Eligibility</strong></td>
<td>All faculty, staff, students and guests are eligible for this service.</td>
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<td><strong>How to Request Service</strong></td>
<td>Contact the IT Service Center (864.294.3277 or <a href="mailto:service.center@furman.edu">service.center@furman.edu</a>) if you have any problems with this service.</td>
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<td><strong>Availability</strong></td>
<td>Multi-function device services are available 24x7 when campus is open. The service may be affected by scheduled maintenance on various systems. Vendor repairs and toner pickup/delivery are available Mon-Fri from 8:00 am – 5:00 pm.</td>
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| **Charges**       | The charges listed below include device, toner and repairs:  
- Students – There is no charge for this service, but there is a quota.  
- Faculty and staff – Charged fee for each impression (13 cents for color, actual costs for staples and other supplies).  
- Guests – Service available for a fee in the Library. |
| **Service Line**  | IT Service Center |
| **Features**      | - Printing, copying & scanning at multi-function devices throughout campus  
- Cost per page includes toner, paper and repairs as well as device costs  
- Identify requirements and features needed by user  
- Provide MFD to meet the needs of the user  
- Decommission MFD when replaced or no longer needed  
- Provide consulting services and support for installation, deployment and operation  
- Provide troubleshooting and support  
- Maintain network and server infrastructure  
- Label devices with ID tags and track printer locations  
- Coordinate repairs with managed print service vendor  
- Manage and maintain printer toner supply  
- Provide chargeback billing for departments  
- Maintain and support the managed print software to track printing/copying usage on campus and to enforce quota system for students |
| **Owner**         | Mike Gifford |
| **Pre-requisites**| - Functioning network infrastructure  
- Print servers are available  
- Papercut print management system is available  
- Person reporting problem provides sufficient data, including the asset tag, to research the problem |
| **VP Customer**   | Vice President of Finance and Administration |
| **Delivery Channels** | - Completed work requests  
- Consulting and support |
| **Service Targets** | - Requests for supplies are fulfilled next day.  
- Requests for repairs are submitted to vendor within 2 hours.  
- Vendor technician to be onsite within 6 hours. |