



## Printer and/or copier standards

### 1 Introduction

Printing and copying of documents are one of the University's largest operational expenditures. To contain this expenditure, shared network printing was introduced that allowed more than one person to have easy access to the same printing device. Another technological development which had a positive impact on the printing and copying costs was the convergence of the printer and copier into one single device, the so-called multifunction device. Scanning was added as a bonus.

### 2 Supplier contracts

To minimise the expenditure of printing and copying, the University embarked on a road of fixed contracts with suppliers for all departmental printing and/or copying devices. The current contracts are with NASHUA and XEROX. This **implies** that all departmental printers and/or copiers must be procured through these suppliers.

To limit support costs NASHUA and XEROX models are tested by ITC and may be added to the network for use by groups of users. These tested models are referred to as 'standard' models. Future updates in applications will also be tested for these standard models, and new models may be added from time to time.

All other printers and/or copiers are referred to as 'non-standard' and may not be connected to the network. Should such a need occur, a well motivated request must be addressed to the Campus IT Manager who will review and forward the request to the Institutional IT Director for a decision. Appeals may be addressed to the Executive Director: Finance and Facilities. Requests must be admitted and approved BEFORE purchasing the printer and/or copier for it may be that the request will be denied.

### 3 List of contracted printers

#### 3.1 Xerox

Model	Pages per minute	Duplex y/n	Black and white or colour	Page sizes	Max pages per month	Cost per page
Xerox WorkCentre 5735	35	y	black	A4, A3	30,000	6c
Xerox WorkCentre 5740	40	y	black	A4, A3	50,000	6c
Xerox WorkCentre 5745	45	y	black	A4,A3	60000	6c
Xerox WorkCentre 5755	55	y	black	A4,A3	800000	6c
Xerox WorkCentre 7120	20	y	black	A4,A3	20,000	9c
	20		colour			65c
Xerox CP 4595	95	y	black	A4, A3	250,000	6.5c
Xerox WorkCentre 5222	22	y	black	A4,A3	20,000	8c
Xerox Phaser 3435	33	y	black	A4	10,000	13c
Xerox Phaser 3635	35	y	black	A4	15,000	9.5c

Model	Pages per minute	Duplex y/n	Black and white or colour	Page sizes	Max pages per month	Cost per page
Xerox WorkCentre 3220DN	28	y	black	A4	5,000	22c
Xerox Phaser 3600DN	38	y	black	A4	8,000	10c
Xerox WorkCentre 3550	33	y	black	A4	8,000	9c
Xerox WorkCentre 4260X	53	y	black	A4	20,000	8c
Xerox Docucolor 2240	40	y	black	A4, A3	20,000	65c
	20		colour			
Xerox Phaser 6500N	23	y	black	A4	5,000	R 1.20
	23		colour			
Xerox Colour 550	55	y	black	A4, A3	100,000	70c
	50		colour			
Xerox WorkCentre 5230A	30	y	black	A4, A3	30,000	6.5c
Xerox Phaser 7500DN	35	y	black	A4, A3	20,000	95c
	35		colour			
Xerox Phaser 5550DN	50	y	black	A4, A3	30,000	10c
Xerox WorkCentre 5335	35	y	black	A4, A3	53,000	6.8c

### 3.1.1 Contact details for Xerox

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### 3.2 Nashua

Model	Pages per minute	Duplex y/n	Black and white or colour	Page sizes	Max pages per month	Cost per page
RICOH Aficio MP 171	17	y	black	A4	5,000	7.5c
RICOH Aficio MP 2550	25	y	black	A4, A3	20,000	7.5c
RICOH Aficio MP 3350	33	y	black	A4, A3	30,000	7.5c
RICOH Aficio MP 4000	40	y	black	A4, A3	50,000	6.7c
RICOH Aficio MP 6000	60	y	black	A4, A3	100,000	6.5c
RICOH Aficio MP C2800	28	Y	black	A4, A3	20,000	9c
			colour			65c
RICOH Aficio SP 3300DN	28	n	black	A4	1,500	41c
RICOH Aficio SP C420DN	30	y	black	A4	6,000	31c
			colour			110c

Model	Pages per minute	Duplex y/n	Black and white or colour	Page sizes	Max pages per month	Cost per page
RICOH Aficio SP 4210N	36	y	black	A4	10,000	25c
RICOH Aficio SPC 312DN	25	y	black	A4	1,500	27c
			colour			133c
RICOH Aficio MP C3300DN	33	y	black	A4, A3	20,000	9.2c
			colour			60c
RICOH Aficio SP 8200DN	45	y	black	A4, A3	50,000	6.5c
RICOH Aficio MP W2400*				A0		
RICOH MP2000SPFRA	22	y	black	A5 – A3	20,000	6.4c
RICOH MP201SPF	20	y	black	A4	5,000	6.4c
RICOH Aficio MP2852	28	y	black	A6, A5, A4, A3	22,000	5.5
RICOH Pro C651ex	65	y	black	A4, A3	180,000	50c
			colour			R5.00c
RICOH MPC305	30	y	black	A4	5000	BL 9.7c
			colour			CL 44c
RICOH MP2501	25	Y	Black and white	A4/A3	9000	
RICOH MP6002		Y	Black and white	A4-A6/A3	100 000	

\* This is an A0 printer and specifications are available on request.

# Prices include VAT and all accessories. Should some accessories be left out the prices will decrease.

### 3.2.1 Contact details for Nashua

Bianca Wolmarans

018 299 2820

082 221 4770

## 4 The cost of printing and/or copying

The total cost of printing and/or copying consists mainly of two components:

- **Capital expense:** This is the smallest contributor to the total cost although it may seem the largest.
- **Operating expense:** To limit the operating costs, the contracts with NASHUA and XEROX state that the suppliers are responsible for the maintenance as well as all the consumables (excluding paper) on the device at a fixed cost per page.

It is everyone's responsibility to minimise the operating costs by:

- Using only the contracted suppliers to provide printers and/or copiers and thus transferring the maintenance cost to the supplier.
- Using only standard devices.
- Optimising the usage of these devices (procuring the correct size device).
- Minimising the number of printing and/or copying devices in the department.
- Taking the total cost into consideration and not only the capital cost when procuring a device.

- Minimising the number of paper documents.

## **5 Enquiries**

Contact the Campus IT Service Desk for assistance in selecting a new printer and/or copier.

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