

## **Boston College Copier Standards for Placement:**

### **Copier and Multi-Functional Device Standards      Effective date: 3-13**

Due to changes in copier technology and related pricing, Boston College has reviewed the cost effectiveness of various features of copiers and multi-functional devices (MFD's). The following information is provided as a guideline in placing copier related equipment on campus. All copiers will be purchased off the Boston College Copier Contract and associated standards. This standardization allows BC to maintain lower pricing, and provides that the equipment meets the BC requirements for technology, security, sustainability, and supplies, generating additional savings to the University. Proposals will reflect these standards. Contract pricing is available on the Procurement Services web Site at <http://www.bc.edu/procurement> under Categories - Copy Machines/MFD - Copier Pricing.

Boston College is now placing shared multi-functional equipment. Rather than each department owning a separate copier/MFD, the new placements offer PIN password protection so that items sent to the printer may be coded so they print only after entering a password at the device. This saves paper and toner, improving sustainability, but also provides confidentiality when needed. Individual departmental copiers should not be replaced without consulting your VP area for possible sharing options and discussion of removal of printers in the area. In all cases, your TC should be involved in determining the replacement of equipment.

Volume per job: In order to print more efficiently, we recommend the use of the EAGLE PRINT SERVICES for copy or print jobs of 100 prints or more. The cost per copy at EAGLE PRINT is less than the cost per copy using a convenience copier or printer. In addition, all color copies should be made through Eagle Print. Eagle Print should also be used for offset print work on campus.

Space and Electrical Requirements: Whenever a piece of equipment is to be installed in a space, the onus is on the user to first determine that the space is adequate and that there is sufficient electrical wiring to accommodate the equipment. An electrical configuration requirement sheet is listed in each proposal that requires additional amps. An electrical review is required when placing a machine that will do 50 copies per minute or more. All machines will be installed by the designated distributor with a surge suppressor included as part of the installation. All debris will be removed by the installer. Factors such as size, heat generated, noise generated, and ventilation must be considered. Single unit installations generally do not require space modifications, however, do not install copiers in closets, small offices or areas lacking mechanical ventilation. Multiple unit installations should always be reviewed by Facilities. Questions about safety should be directed to Environmental Health & Safety at x20307. Questions about space adequacy or electrical updates should be directed to Facilities at 2-3048. If construction or electrical changes are necessary (such as moving walls, doors, or modifying ventilation), an Alteration and Renovation form (obtained from Planning) may need to be prepared. In general, smaller copiers will not require review, but medium and high volume copiers may need to be reviewed for space, safety, and electrical considerations.

Network Security: In addition to the space and electrical considerations, Boston College requires that departments considering networked copiers and printers review network security considerations, and work to minimize the risks associated with use of this type of equipment on the network. Information on Network and Data security can be found on the BC IT Web Site. Additional requirements should be reviewed with the TC in the applicable area. All equipment will be installed in accordance with the latest technical and security requirements, as determined by Boston College's ITS policy and Security Office. All data stored on equipment will be removed by RIKOH and reviewed by the applicable TC and IT Security designees when equipment is determined to be of no use to BC, or as required by BC IT Security.

Maintenance and Supplies: Please keep in mind that when Departments buy a copier/MFD, Departments are also going to be required to purchase maintenance for that copier on an annual basis. Departments will also be required to purchase supplies for the copier. Supplies, including paper and toners, must meet the standards set by the manufacturer of the product or by the provider of the maintenance service. Copiers on campus must accept

“authorized” recycled toners only. Be aware that maintenance agreements may be null and void if the toner or supplies do not meet standards. Refer to the Boston College Procurement web site for the purchase of acceptable toners, OEM and recycled, for the machine Departments’ are considering. Maintenance will be billed directly to the department. Payments may be made by purchase order or p-card (VISA). Service will be provided within 4 hours of the service call, during normal business hours, M-F, 9-5.

All of these items, as well as the time requirements of having (or not having) a copier/MFD, have been factored into these standards. An assumption is made that all buildings have access to a copier. In many cases, copiers may be located on each floor of a building. Access to a copier with additional features is available at Eagle Print Services using the department’s p-card.

Training: Training will be provided by the contracted copier provider, as needed, and may be provided in parts in order to provide additional training to those who may want to use advanced features.

Reporting: Reports on service call responses, frequent call notices, and life expectancy issue will be provided to procurement Services by the service provider. Departments should also notify Procurement if they are experiencing issues.

New Equipment Placement Approval: In order to place a copier in a new location at Boston College (i.e., a location that is NOT a replacement for an existing copier) approval is required from the departments’ associated vice presidential area.

Additionally, the following standards are applied to copier placements:

- Copies/Scans should be made on a shared MFD when possible to aggregate the volume.
- A volume of at least 2,500 copies per month are expected before placement of a copier/mfd is considered.
- Review the guidelines for printer placements before requesting a replacement of a copier/MFD or printer.
- A full review of all printers in the area should be undertaken by the department and the copier vendor. The proposal by the vendor will include recommendations on which printers can be removed in order to move the volume to the multi-functional device for greater University efficiency. Departments will need to justify any remaining printers in the department in order for them to be considered for the University printer maintenance program.
- Machines will be placed based on the current departmental volume plus the volume of all printers being removed, and a possible increase of 10%. Requests to increase volume, which may be required for a department expecting to increase personnel for a new program, for example, will need to be sent to Procurement Services in order to justify the exception to standards. Vendors should note the exception reason on the proposal.
- Full function capabilities, including networking, scanning and universal send or “Doc Accell/Auto Store” capabilities are recommended for all copier where vouchers or OCR of contracts may be scanned. Standard scanning capabilities are recommended for machines of 25 to 50 copies per minute where OCR or voucher processing are not required. Networking and scanning is recommended, but not required, under 25 copies per minute or for machine placements with more than 5 users. Keep in mind that equipment should be configured to meet the departments’ needs for five years.
- Equipment should be configured to provide duplexing (two-sided copying) as a default.
- Color Copiers are not provided. Color copies should be made at EAGLE PRINT SERVICES.

PROPOSALS: All proposals submitted by the vendor will contain the following pieces and will be submitted to the requesting department with a copy to Procurement Services:

- Equipment Recommendation,
- pricing,
- warranty dates,
- minimum and maximum recommended volumes per month,

- life expectancy related by total volume,
- maintenance cost annually after warranty,
- supply costs and yield (for estimating annual spend only),
- acceptable toner models, including recycled toners,
- Models and locations of printers to be removed and associated volume being moved to MFD,
- Electrical configuration notice,
- Network Installation requirement Sheet,
- Network Security Information,
- Equipment description information, and equipment being replaced, including printers being removed,
- Requests for exceptions to policy, if any.