



Department: \_\_\_\_\_ Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Room #: \_\_\_\_\_

Main Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

# of users : \_\_\_\_\_ IT Department: \_\_\_\_\_ Operating system: \_\_\_\_\_

### Devices in Department

(Copiers Only)

	Current Device:	Serial Number:	Location:	CPC, Lease, or Purchase Price:
1				
2				
3				

2 largest jobs:

1.	How often:	Printed/copied to:
2.	How often:	Printed/copied to:

Do they print from any other application other than MS Office: \_\_\_\_\_

Where do they primary print and copy: \_\_\_\_\_ Do they use a card or Danyl swipe?: \_\_\_\_\_

### Current Status/Needs

Is there a need for color output: \_\_\_\_\_ Why? \_\_\_\_\_

Do they need additional accessories: \_\_\_\_\_ What? \_\_\_\_\_

Are there enough network drops/power/analog lines available: \_\_\_\_\_ Why not: \_\_\_\_\_

How Many Drawers: \_\_\_\_\_ What size paper: \_\_\_\_\_

### Faxing:

Do they currently fax from the copier: \_\_\_\_\_ If not, is there an analog line near copier? \_\_\_\_\_

How many pages do they fax per week: \_\_\_\_\_ How old is their fax machine: \_\_\_\_\_

### Scanning:

How much scanning do they do: \_\_\_\_\_ Where do they scan: \_\_\_\_\_

What type of originals: \_\_\_\_\_ Color scanning? \_\_\_\_\_

If scanning to folder what is scan folder name? \_\_\_\_\_

Do they need to scan to e-mail: \_\_\_\_\_

### Office of Administrative Services

Do they send jobs to the Copy Center to be printed: \_\_\_\_\_

Do they use an off campus site to make copies: \_\_\_\_\_

### Print Assessment Overview

Is the printer networked?: \_\_\_\_\_

How much toner do you purchase monthly: \_\_\_\_\_

What is monthly volume?: \_\_\_\_\_

### Recommendation

Proposed Replacement: \_\_\_\_\_

# SAMPLE