



## OSU Extension Offices Process to Order MFDs (copiers)

### Background

UniPrint manages the MFD (copier) contract OSU Purchasing negotiated with ComDoc. We offer the highest quality Xerox multifunctional, print/copy/scan/fax, devices with the latest technologies, at a significant cost savings to your office and the university as a whole.

### Process to Order Equipment:

#### Existing Customers

- For existing Extension Office customers we automatically review your usage on the equipment 2 – 3 months prior to the lease coming to term. We set up meetings with the end users to learn more about specific needs before recommending a new device. Once the replacement model is determined, we create the agreement and send it to the CFAES senior fiscal office for approval.

#### New Customers

- Extension Offices replacing non-UniPrint provided equipment can place a request for information at:
  - [unicustomercenter@osu.edu](mailto:unicustomercenter@osu.edu)
  - Call 614-292-2000
  - Email or call Becky Triplett at [triplett.29@osu.edu](mailto:triplett.29@osu.edu) or 614-688-3099

### Equipment Delivery and Training

- Equipment delivery will be scheduled with the Extension Office key contact and the OTDI tech assigned to location.
- An analyst/trainer will also be on-site for delivery to assist the OTDI tech in networking the equipment and provide training.

### Benefits:

- UniPrint manages interdepartmental billing – you don't need to place a req in workday for a PO.
- All maintenance and supplies are included in the low monthly lease.
- UniPrint is the liaison between the customer and vendor.
- Significant savings have been achieved through leveraging our spend with one vendor.
- The UniPrint team is great to work with 😊
- Any further questions, please call Becky directly.