

FAQ:

- **How do I arrange for my desktop printer/MFD to be removed?**

Option 1 - If your desktop printer/MFD is **older than 4 years** it can be offered to staff at the discretion of the individual department. However, the department must complete the Disposal of Assets form

<https://www.ucc.ie/en/media/support/financeoffice/DisposalofFixedAssetForm-DISPASS3.pdf> and retain it locally.

Option 2 - if your desktop printer/MFD is **4 years or newer** and in good working order, Cantec will arrange for the printer/MFD and unused toners to be collected, stored and offered to local schools / charities. Should you know of any schools / charities that could benefit please email greencampus@ucc.ie

Option 3 – If your desktop printer/MFD is **older than 10 years or broken** please contact Cantec to arrange for the removal of the desktop printer/MFD at a cost of €25 per item (a discount will apply if there is a large volume of desktop printers to be removed). Please email Fergus Coomey in Cantec for further details. Email: fcoomey@cantecireland.ie

- **How do I arrange for a large printer/MFD to be removed?**

If the printer/MFD is leased, please check with the current provider to ensure that the contract has expired and arrange with the provider to remove the printer/MFD.

Should the leasing arrangement continue to be effective, then UCC is obliged to fulfil the remainder of that lease.

If the large printer/MFD is owned by the department you can contact Cantec to arrange for its removal at a cost of €75. Email: fcoomey@cantecireland.ie The department must complete the Disposal of Assets form

<https://www.ucc.ie/en/media/support/financeoffice/DisposalofFixedAssetForm-DISPASS4.pdf> and return it to capitalaccounting@ucc.ie

- **Can I arrange for a template of my departments headed paper to be set up on my PC?**

Yes, you can scan a copy of the headed paper you wish to have a template of to fcoomey@cantecireland.ie Please include any updates or changes on the headed paper. A once-off cost of €50 per design will apply and a PO for Cantec can be raised to cover this fee.

- **How do I arrange for used toners from my new printer provided by Cantec to be removed?**

Cantec will provide yellow recycling bins throughout UCC for the toners to be disposed in. Once the printer/MFD are installed in each area, Cantec will advise you where the bins in your area are located, having consulted locally with departments.