

UCC Staff/ Department New Printing Ordering Process

Week One

Department to contact Cantec by email to instigate process:

- Email the Account manager: Greg Tuohy gtuohy@cantecireland.ie
- And copy to Account assistant manager: Fergus Coomey fcoomey@cantecireland.ie
- And copy to UCC Procurement Office, procurement@ucc.ie

Department to provide basic details in initial email:

- Name and address of department, (Room, Floor, building, street address).
- Contact details for invoicing and for day to day administration (email and telephone).
- Details of existing copiers/printers in use and any contractual arrangements with existing providers.

Week Two

Cantec to arrange site visit to conduct print audit on departmental printer/copiers and desktop devices in use.

Week Three

Cantec to submit recommendations to department based on user needs and print audit details, showing cost and energy savings achievable by discontinuing the use of desktop devices.

Week Four

- Department to agree with Cantec configuration and spec of new proposed departmental device(s).
- Cantec to propose installation schedule with a minimum lead time of 10 days.
- Cantec to propose removing existing UCC owned copier/printer devices and have the hard disks wiped for a fee of €75 per device.
- Department will arrange to have non UCC owned copier/printer device(s) removed by the incumbent provider.

Week Five/ Six

- Cantec to install agreed new Canon devices and remove any existing devices if required.
- Cantec to ensure that all users are connected to the new Canon departmental printer. All Canon departmental printers feature secure print, ensuring confidentiality, as no one can have access to another colleague's print jobs.
- User training will be provided on the day of installation and/or by arrangement shortly after.

Week Eight/Nine

For information on the removal of your printer/MFD please click [here](#).