



100 Enterprise Place, Suite 4  
 Dover, DE 19904  
 Phone: 302-857-4558  
 Fax: 302-739-3779  
 SLC Code: D100  
 Rebecca.Lovin@state.de.us

## Copier and Printer Management Recommendation

Thank you for your request for a new copier. The following information is our recommendation(s) for your department. Please utilize this machine for all printing, scanning and copying as you are not charged additional fees for "per-print/copy/scan" with this lease. Maintenance and toner are inclusive. You will need to purchase paper. If you have any questions or concerns during the procurement process or during the lease duration, please do not hesitate to contact me for assistance.

TO: Ms. Meryl Hewett  
 MOT Charter School  
 302-376-5125

### RECOMMENDATION #GSS08091-544 Replacing CBS14867

BAND X	Brand: Canon	
	Base Model #IR Advance 8295	\$ 436.73
	Options:	
	Finisher with Stapling Capabilities	\$ 69.93
	Printer Board	\$ 50.93
	Scanner	\$ 17.61

**TOTAL LEASE TERM 36 MONTHS: \$20,707.20**

**MONTHLY COST: \$575.20**

**ALL PO'S OVER \$5,000.00 FOR A FISCAL YEAR NEED TO BE SENT TO THE BUDGET OFFICE FOR APPROVAL AND THIS RECOMMENDATION NEEDS TO ACCOMPANY IT.**

- **As of 1/1/2011, all Canon machines that have a hard-drive will have the free service of a hard-drive erase kit. If you would like to have the hard-drive removed, you must request that service at the end of the lease agreement. This service will have a fee.**
- **Once you have completed the PURCHASE ORDER, fax or e-mail a copy of the PO and this Recommendation form to Dave Hess at (302) 793-4012 or [dhess@solutions.canon.com](mailto:dhess@solutions.canon.com) . Canon cannot process your request without both the PO and this Recommendation form. This is new as of 1/1/2011.**
- After you receive your date of installation from Canon, please notify your agency's Information Technology personnel (if you are having network or scanning on the machine), and request they be available to consult with Canon regarding network access/hook-up and ensuring scan-to-email and network functions are set-up properly.
- You may also contact Canon to request training on the machine after installation.
- PO's need to have the following information on them: State Contract # (GSS08091-Copier); Copier Band size, plus options; Payment amount for 36 months; Contact information.

Leased copier PO's are addressed to:

Canon Financial Services  
 14904 Collections Center Drive  
 Chicago, IL 60693





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TO: Ms. Meryl Hewett  
 MOT Charter School  
 302-376-5125

### RECOMMENDATION #GSS08091-545 Replacing CXA04767

Band V	Brand: Canon	
	Base Model #IR Advance C5250	\$ 216.82
	Options:	
	Extra Paper Tray (550 shts) x2	\$ 27.43
	Finisher with Stapling Capabilities	\$ 22.42
	Printer Board	\$ 39.92
	Scanner	\$ 14.85

<b>TOTAL LEASE TERM 36 MONTHS:</b>	<b>\$11,571.84</b>
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<b>MONTHLY COST:</b>	<b>\$321.44</b>
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### **Additional Information Regarding your Color Machine:**

Your color unit will run much better for you if you help take care of your color quality. Service should be scheduled monthly so that the machine can be calibrated and cleaned. Additionally, calibration in-between service calls should be done prior to any large job. This will improve your overall color quality and consistency.

Additionally, there are internal cleanings that you should run on these machines once a week that require about 5 touches on the control panel and take about 30 seconds to complete. These internal cleanings help further maintain copy quality between visits.

With the additional 3 drum units as well as toner cartridges compared to a regular printer, these units run an auto gradation several times throughout the day. This will cause a little extra stray toner that the cleanings mentioned above will help get rid of.

All of this info is helpful in ensuring that your machine operates to its optimum performance level. Please ensure you schedule training for your new device and that you go over these important steps with your trainer.