

For the past several months, the College has been reviewing proposals and negotiating a lease agreement for college-wide copy machines and print management. We are pleased to announce that Dex Imaging, a local business, has been awarded a six year contract to provide, manage, and service all of our printing and copy needs.

Installation is scheduled to begin in December and continue through January. Therefore, we have arranged for campus informational meetings to provide you with information about Dex Imaging, how the administrative printing program will work, estimated timelines, and proposed equipment specifications. We also want your input on any specific needs or issues that should be taken into consideration during the implementation of this project.

The informational meetings have been scheduled as follows:

Collier: Tuesday, November 12th 10:00 am – Noon **M-201**

Charlotte: Wednesday, November 13th 2:00 pm – 4:00 pm **D-107**

Lee: Friday, November 15th 10:00 am – Noon **AA-177**

Included in the contract, Dex Imaging will be providing all toner cartridges for desktop printers, as well as the multifunction copy machines. Therefore, **effective immediately**, no new toner cartridge purchases will be authorized by Purchasing. An inventory of all toner cartridges college-wide is being finalized. If you need a replacement cartridge, the Office of Auxiliary Services will be able to help you locate the model you need within the existing inventory.

We look forward to answering all of your questions at one of the informational meetings. In addition, on the Collier and Charlotte Campuses, with the reorganization of administrative services, we will also be updating you on other changes in administrative procedures such as requesting work orders, scheduling, supplies requests, etc.