

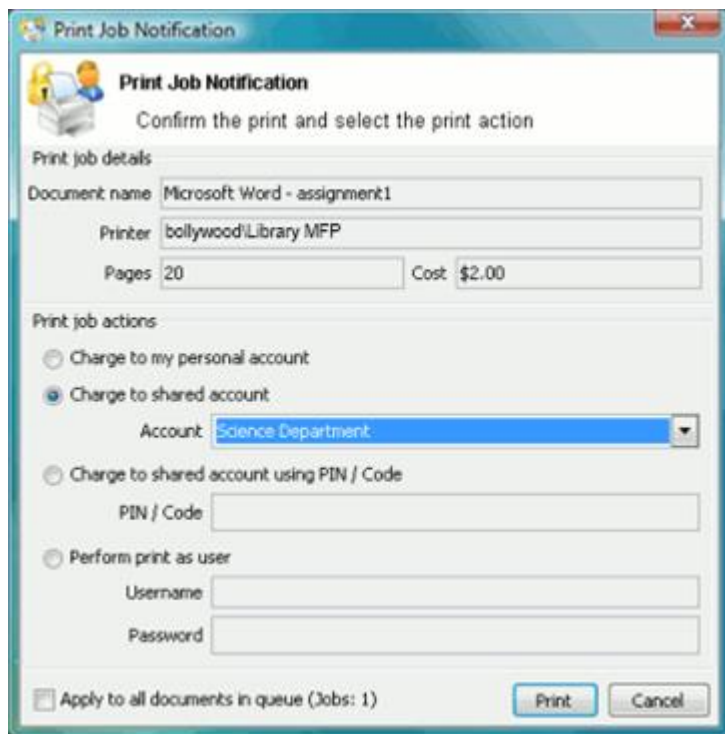
Administrative Printing Updates

09/13/2014

We appreciate all the feedback we have received throughout the on-going roll out of our college-wide administrative printing program. Here are some updates on current processes as well as new features that will be going live:

PaperCut Print Management and Reporting Software Roll Out

Beginning on or around September 15th, the PaperCut Print Management Software will be live on your desktop computer to assist you in making the most economical choices for your print jobs. This will show you on a job by job basis the cost to print. A popup box will appear and ask you to confirm the charging details. The print job may be charged to a shared account (a college department cost center that has budget funds to cover printing costs), or to your personal account (using your personal balance of funds that you have added to your Buc Card).



Current printing costs on printers and multi-functional Kyocera copiers. Note: Cost per image includes the cost of equipment leases, paper, toner, maintenance, etc.

Copier B&W \$.02 per side

Copier Color	.06 per side
Laser Printer B&W	.04 per side
Laser Printer Color	.12 per side

Requesting Service for Your Copier or Printer

To streamline your service and supply delivery (not including paper delivery), we encourage you to contact Dex Imaging directly. Note: Toner will auto-ship overnight when the unit still has 20% toner remaining. Toner will now be delivered right to the location of your machine, and will not go to IT. Please allow the toner to run out further before changing replacing. If you are aware of a large upcoming job, or a much busier time of year coming up, please feel free to let Dex know earlier than the low toner warning, so you can get what you need prior to the 20% threshold mark.

Requesting Service from Dex By Phone:

1-800-886-2329

Press 1 for Service

Press 2 for Supplies/ Toner

Please provide:

Equipment ID #

Contact Name

Contact Phone Number

What you are requesting. i.e. error code on machine, or black and magenta toner

Requesting Service Online:

www.deximaging.com

Click on Order Supplies

Please provide:

First & Last Name

Company Name (Florida SouthWestern State College)

Email Address

Business Phone

Equipment ID #

Make & Model (if available)

Supplies Needed (not including paper)

Click Submit

Email confirmation will be sent to the email address provided.

Buc Card Swipe Access

We anticipate that the Buc ID Card Swipe access on the multi-function copier devices will be up and running by September 30, 2014. Please visit the Buc Card office on your campus if you have not yet picked up your card.

Need more info?

For any questions, or to arrange for a personalized training session, please contact Kathleen Crawford at Kathleen.Crawford@fsw.edu. Visit the administrative printing website at <http://www.fsw.edu/adminprinting>.