



This form should be used for order placement of department printers or multi-function devices (MFDs). As we continue to support CWRU cost initiatives, departments should consider the location and existing equipment that may be used as an alternative to a new order before submitting a request.

When evaluating your multifunction printer or device needs, it's important to consider the various features available, as options vary between devices. Potential features to consider when choosing a device include:

- Dual scan automatic document feeder
- Scan-to-email, scan-to-network, and fax capabilities
- Color printing, hole punching, multi-position stapling, large-capacity paper drawers, and booklet making
- Special print requirements, such as card stock, labels, or unique paper types

Standard MFD Options Available through Lake Business Products:

**Black & White Option**

ImageCLASS X MF1643iF II \$18.75/month

- Print up to 40 pages per minute
- Print on letter and legal-sized paper (no ledger)
- Can add a cabinet and additional paper feeder to make desktop copier floor-standing for an additional \$9.53/month (\$28.28 total)
- No stapling capability

**Black & White and Color Options**

ImageCLASS X MF1538C \$19.98/month

- Print up to 40 pages per minute
- Print on letter and legal-sized paper (no ledger)
- Can add a cabinet and additional paper feeder to make desktop copier floor-standing for an additional \$10.87/month (\$30.85 total)
- No stapling capability

ImageRUNNER ADVANCE DX C3926i \$68.04/month

- Print up to 26 pages per minute
- Print on letter, legal, and ledger paper
- Includes internal staple finisher

ImageRUNNER ADVANCE DX C5840i \$122.26/month

- Print up to 26 pages per minute
- Print on letter, legal, and ledger paper
- Includes internal staple finisher



**Technical Practices UTech Enforces:**

Printer Connection

All printers must be connected via ethernet (wired connection). USB or wireless connections are not supported.

Support for Personal Printers outside the Cost per Copy Program

While UTech strives to support all users, personal printers purchased outside the cost per copy program may not receive support. Technicians should refer users to their manager if requested to support personal purchases.

Cost of Personal Printers

Users are responsible for the cost of purchasing their device and any toner for personal printers (outside of the cost-per-copy program).

Document/Template Creation

UTech does not provide support for creating documents or templates for special printing needs.

Printer Training

UTech does not provide training on printer use. LBP can offer training on new MFD equipment.



**Device Information**

MFD Model (please select):  ImageCLASS X MF1643iF II\*  ImageCLASS X MF1538C\*  
 ImageRUNNER ADVANCE DX C3926i  
 ImageRUNNER ADVANCE DX C5840i

Optional Accessories (please select):  Yes, add cabinet & paper feeder  No

*\*Only available for ImageCLASS X MF1643iF II and ImageCLASS X MF1538C.  
Extra charges apply.*

Do you have existing device(s) that need to be removed:  Yes  No

Model: \_\_\_\_\_ Equipment ID/Serial #: \_\_\_\_\_

**Department Information**

Requestor Name (Print): \_\_\_\_\_ and Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_ Office Phone #: \_\_\_\_\_

Department: \_\_\_\_\_ Speedtype to Charge: \_\_\_\_\_

Installation Address & Room Number: \_\_\_\_\_

Supervisor Name (Print): \_\_\_\_\_ and Signature: \_\_\_\_\_

Dept. Chair/Vice President (Print): \_\_\_\_\_ and Signature: \_\_\_\_\_

Thank you for submitting your request. We will review your needs and follow up with the appropriate recommendations.

Auxiliary Services Approval (Print): \_\_\_\_\_ and Signature: \_\_\_\_\_