



Charities Buying Group
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**Multifunctional Devices and
Associated Digital Solutions**

Help Guide

For Charities



Contract managed by

 **Dukefield
Procurement**
Part of the Dukefield Group

Need help buying a photocopier, multifunctional devices or other print device?

This guide is designed to help charities when they are considering purchasing photocopiers, multifunctional devices / print devices and any associated software.

It can be confusing if you are not familiar with the technology you have or what you need, this can also lead to organisations purchasing items that are not fit for purpose, which can be costly.

The guide has been written by the team managing Charities Buying Group's Framework for The Provision of Multifunctional Devices and Associated Digital Solutions. Based on over 20 years' experience working with charities, careful consideration has been given to providing easy to understand, clear and helpful guidance.

Some key considerations before purchasing:



You can either purchase or lease your devices. If you are leasing, this must be an operating lease.



Double check that your cost per copy includes toner, staples and any repair call out charges.



If you require basic, advanced or super user training this should be specified upfront as there may be additional costs for this service.



It's always helpful to refer to site plans and locations. This makes sure all devices can fit in their new location and suppliers know where to deliver items.

Do you know your current solution?

If you know what machines and software you have already then this will help you get accurate quotes for your requirements. This information includes:

- Number of print devices
- Types of print devices
- Locations of print devices
- Software
- Current Costs
- Do you need a print audit? *

*If you want to change your print fleet in any way, it's very beneficial to undertake a print audit. Such print audits are available via this framework, all suppliers on the framework are able to provide them, they are invariably free of charge and there is no obligation on behalf of the customer to purchase anything from the supplier that undertakes an audit. This service will give you the full specifications of your current devices. Suppliers can also offer advice once they understand your future requirements for example which devices best fit your needs in terms of print volumes and print speeds. For example, an average monthly volume of 3600 mono copies lends itself to a 40-ppm mono device.

Print device specification options

Here are some of the key questions that will help you determine your requirement and ensure you receive the device/s you need:

How many pages per minute do you want each device to have?

Standard device = 30 ppm and that's the continuous output speed. In general, the faster the pages per minute the larger and more advanced the device.

How many paper trays do you want each machine to have?

The standard is 4 paper trays. You may also wish to add an additional large capacity paper tray which sits to the side of your machine.

What paper size would you like in each tray?

3x A4 and 1x A3 is standard. You also need to state duplex if you want to be able to print on both sides of the page.

Bypass tray or not?

If you want to print labels, use glossy paper, card or anything over 160gsm (grams per square metre) you need this addition. It is recommended that you request this as it allows for flexibility if the need arises.

Scanner?

SPDF (single pass – scans on both sides as it goes through) or RADF (reversing automatic-goes through once then automatically flips the paper round to scan both sides). You also need to specify you require a document feeder.

Do you need a booklet maker/saddle finisher, staple finisher, hole punch (2/4 holes)?

This will be internal for smaller devices with lower pages per minute and external for larger devices with higher pages per minute.

Card readers – Do you use cards to log into your machine?

If so, you need to request that card readers are installed on each device. If you use a pin code to retrieve your print, you should also provide suppliers with this information.

Data overwrite

Request that this is included within your price upfront. Data overwrite is where any information stored on the device is removed. This can be an additional cost if not included in initial costings.

Postscript - Do you need postscript?

You will need to specify that you need postscript on all MFD devices if you will be utilising Apple products such as iPads and it is helpful for any large PDFs. Some machines offer this as standard but it is best to specify this requirement.

Print device specification options - cont.

Lot 1 on the framework has been developed to provide an efficient, cost effective and quick solution for procuring multifunctional devices and software. With a single page order form and Help Desk support available the process is very straightforward.

If you speak to the Framework Help Desk the more detailed the specification you can provide will result in you receiving quicker and more accurate pricing which will assist in the fast implementation of your requirement.

Here is an example for quotation of a basic MFD device*

- 20ppm MFD, mono/colour, copy, scan, 4 x paper trays, duplex, document feeder, either no finisher or internal finisher, scanner and a bypass tray
- 60 ppm MFD, mono/colour, copy (single pass), scan, duplex, document feeder, bypass tray, 4 x paper trays, external finisher (booklet/ staple), large capacity external tray and booklet maker

*Postscript, data overwrite and Mifare card readers should be included within the price of each device. This example is purely for illustrative purposes and need to be changed to suit customer requirements.

Although it is useful to have this information, the Framework Help Desk is available to support you through the process.

You can contact the Help Desk via:

Email: cbg@mfdhelpdesk.org

Phone: 0345 307 4057



Software options

Software can also be purchased using the framework. You may not be sure if you need software as part of your solution, these points should help clarify your requirements:

- Do you need the software to provide 'Follow me printing' or equivalent via PIN code collect or via card readers on all MFDs for staff and / or students? If so, specify this along with approximately how many users are within your establishment. This supports print release/pull printing – allowing users to print to a virtual queue and retrieve the print job at a device of their choice.
- Does the new equipment need to be compatible with existing machines and/or associated software? For example, integrate with Active Directory and allow you to set up and manage quotas/virtual credit and printing through the existing users and groups.
- Do you require rule-based printing? – For example, where print jobs of a certain size are re-directed to a more appropriate machine as default. O, Default to mono, duplex as standard and uncollected print jobs to be deleted after 24 hours.
- Would you like the ability to produce reports based on specified date ranges by the user or varied reports and data, based on devices and users? Would you require the ability to provide pre-paid limit tracking for students?
- Do you require scanning software with optical character recognition (OCR)? This software allows you to edit a document once it has been scanned into your device.

If you require further help or guidance

You can visit our dedicated website and download the Framework User Guide. Alternatively, you can contact the Help Desk.