



THE SCHEME

WHAT IS THE UNIVERSITY POOL PHOTOCOPIER SCHEME?

The Pool Photocopier Scheme is managed by Uniprint. The scheme purchases photocopiers or copier/printer multifunction devices (mfd's) which are placed in University Departments, Schools or Faculties on a monthly rental basis. This service is also available to some areas which operate in cooperation with the University of Tasmania or receive funding from the University.

HOW DO I GO ABOUT GETTING A COPIER ON THE SCHEME?

A formal request for a copier is made in writing or via email to Uniprint. A site audit is arranged to analyse the copying and printing history of the area, and evaluate all relevant factors before a recommendation is made on the most suitable type of machine to install. The Pool Scheme will usually recommend two machines with different features, giving the client choice. Once a final decision is made, a special Pool Scheme Installation form must be completed and forwarded to Uniprint. Forms are available from Allan Browning at Intuit Technologies and David Osborne at Corporate Express, or directly from Uniprint.

CAN I GET ANY COPIER I WANT?

The scheme usually makes several recommendations, based on the history and the estimated future needs of the department. The emphasis of the scheme is to provide an efficient "convenience machine" which will meet the needs of the department. High volume or very large machines are generally not recommended for departmental use. Experience has shown that most large high volume machines placed in departments are inefficiently used, making the total cost of ownership very high.

WHY DOESN'T MY DEPARTMENT JUST BUY A COPIER OUTRIGHT?

Departments are free to purchase outright if they prefer, however most departments rent a machine so they don't have to commit to a large outlay at any one time. Departments who buy machines outright are often left unsure as to the total cost involved in the provision of ongoing maintenance, and are unaware of hidden charges often built into leases. Invoices from external suppliers can be confusing, and often lead to a time consuming and laborious process in reconciling accounts.

HOW DOES THE UNIVERSITY'S POOL SCHEME COMPARE TO LEASING OR RENTING FROM AN OUTSIDE SUPPLIER?

Checks over recent times have shown the University's scheme compares favourably with similar lease or rental schemes from outside suppliers. The key difference is the Pool Scheme has **no hidden charges**, and you know exactly what you are getting for your money. Preventative maintenance, routine parts replacement, toner and unlimited operator training are included in the copy cost charge. There are no additional charges for copier removal at the end of the rental period. Billing is extremely simple and is done internally via the University Finance System.

WHO DO I CALL FOR ROUTINE MAINTENANCE, OR IF THE MACHINE IS NOT PERFORMING PROPERLY?

Routine maintenance calls are directed to the supplier of the service. There are currently two preferred suppliers to the University Pool Scheme.

[Intuit Technologies for Canon equipment contact](#)
Allan Browning on 03 6281 5600 or 0419 122 330

[Corporate Express for Konica Minolta or Toshiba contact](#)
David Osborne 03 6232 4132 or 0417 137 785

In the event of a continuing or unusual problem, Uniprint should be contacted as soon as possible to allow us to negotiate with the supplier to ensure a prompt solution is found.

UNIVERSITY POOL PHOTOCOPIER SCHEME

NEED TO COPY?



NO MESS NO FUSS



HOW LONG IS MY DEPARTMENT OR SCHOOL COMMITTED TO KEEPING THE MACHINE?

Machine meters are read monthly. Pool copier repayments are calculated to ensure the machine is fully repaid over 48 months. It is important that Departments keep the machine for at least this long to ensure the machine is fully paid out. The client can request to keep a machine for an additional period at 50% of the original rental. Departmental circumstances vary greatly, but to maintain machine reliability and ensure availability of spare parts the machine should normally be replaced at between 4 and 5 years.



CONTACT

UniPrint Hobart

uniprint.equipment@utas.edu.au

P 6226 2519

