Guidelines on choosing a Document Output Device

1. Introduction

This document outlines the procedures required by IT staff to select a suitable Document Output Device for the workplace.

The Tender Panel recently appointed Fuji Xerox as the service providers of Document Output Devices to the University.

Choosing the appropriate Document Output Device is crucial to ensure that the device is capable of dealing with the printing demands within the workplace and the University is obtaining the best value for money.

2. Checklist

When choosing a Document Output Device for a workplace, there are several factors that require careful consideration.

Please use the following checklist as a guide when selecting a Device:

- ☐ How many staff will be using the Device?
- ☐ Where is the nearest MFD?
- ☐ Does the Device need to fax, scan, or copy?
- ☐ Is Colour printing required or Black & White only?
- ☐ What is the current printing volume within the Workplace?
- ☐ Is there adequate space for the location of the device?

There is a questionnaire available to help staff select the Document Output Device best suited to their needs. Please click here to access this.

If you are still unsure and require expert advice and guidance in choosing a Device that is right for the workplace requirements, please contact our Account Manager:

- Fuji Xerox: Nick Deutrom (phone 0404 184 533)

3. Contact Details

Contact details for key staff involved in this process are given below:

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