

To: Departmental Contacts/Approvers for Managed Print Services (MPS) Activities  
From: Eliote Simpson, MPS Project Manager  
Deb Kusse, Executive Director, Procurement Services  
Date: 6/26/14

**Subject:** Your Role and Action Required for MPS Initiative

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Per [Dr. Destler's June 20<sup>th</sup> announcement](#), RIT has partnered with Xerox to centralize the purchase and management of printers, copiers, scanners and fax machines across the University. All departments in the Finance & Administration (F&A) Division, along with some other early adopters including the President's Office, participated in Phase I of the Managed Print Services (MPS) initiative. Beginning the week of **July 7<sup>th</sup>**, a team of data collectors from Xerox will be on campus to begin Phase II, which includes all other departments/divisions across campus.

**Roles and responsibilities:** You are receiving this email because you have been identified as a key contact/approver for your department. A key contact/approver should be able to provide information regarding print features and functionality requirements (i.e., do you require fax, print, scan, copy, color capabilities?), redundancy and mission critical devices, as well as required applications and specific functions. Additionally, the contact/approver should be familiar with the department's business printing requirements and be able to speak on behalf of your area or department in general. The attached spreadsheet denotes the building and floor that designates you as the key contact/approver. Your name may appear on multiple lines so please review thoroughly for your building locations (see instructions below for filtering by name at the end of this memo).

**Action required:** Please confirm that you are the key contact/approver for the designated area. If you are listed as a key contact but not the approver, please enter the appropriate name in the column marked approver. **Return the updated spreadsheet to Eliote Simpson, MPS Project Manager ([elspur@rit.edu](mailto:elspur@rit.edu)), by end of day Wednesday July 2<sup>nd</sup>.** He will work with the contact to arrange the date/time for the information collection.

**Information collection entails:**

- *Floor mapping* of all printers, faxes, copiers and scanners – A team of Xerox employees and an RIT designee will walk through your areas to map and gather information for all devices, as well as the location of network, phone and power outlets. Most employees will not experience any interruptions to their work; any interruptions that do occur will be brief. Collectors will also make note of secured areas and obtain information regarding each department's specific printing and application requirements.
- *Collecting print volumes* for all networked devices using a Xerox automated tool – Volumes for non-networked devices will be estimated based on total device count.

The information collected by the Xerox team will be analyzed and used to determine what changes and improvements should be made in your environments including the elimination of desktop printers and possible replacement of current devices. Once the data collection activities have been completed, we'll advise you of next steps in the process.

Please visit the [MPS website](#) to learn more about print related resources including product brochures, FAQs, etc.

If you have other questions or comments about MPS at RIT, please email them to [managedprint@rit.edu](mailto:managedprint@rit.edu).

Thank you in advance for supporting this important University-wide initiative.

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**Instructions for filtering by name:** To find all of the floors/buildings that you are the key contact for, see the screenshot below.

In the attached spreadsheet, click on “Text Filters” and then on “Contains” – enter your last name in the Search box. The list will be filtered to reflect only those floors associated with your name.

