



# OLD DOMINION UNIVERSITY

## Office of Computing and Communications Services

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**Procedure #**

01.8

**Procedure TITLE**

Distribution of Multifunctional Devices Procedure

**Date of Current Revision or Creation:** October 2008

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### A. PURPOSE

Copy Central was established to provide the most cost efficient print, scan and duplication environment for all departments within the University. This procedure is applicable university-wide, and applies to the distribution of all multifunctional devices (MFD's) whether paid for from university or grant funds.

### B. DEFINITIONS

**Copy Central** is a cost recovery operation under the supervision of the Office of Computing and Communication Services.

**Multifunctional devices (MFD)** are devices that combine network printing, photocopying, scanning, and faxing into a single system for use by university departments.

### C. PROCEDURE

1. Copy Central's is responsible for ensuring that all departments, both small and large, have access to a baseline of quality copy and duplication services and to provide cost efficient basis.
2. A "rightsizing" approach is used to determine the placement of the devices. Rightsizing means choosing equipment and functions based on actual annual volume and business needs. After an analysis, the specific multi-functional device that best aligns with the departmental demand and meets the University's baseline standard is selected.
3. The criterion used to determine the placement of each device includes: annual volume, proximity to other devices, shared usage with other departments, physical location constraints, and security. Convenience is not specifically considered, however, Copy Central makes every effort to place devices within walking distance of the workstations without exiting outside of a building.
4. In cases where a specific MFD device is not justified by the criterion, the department will be provided an opportunity to select another device from the copier fleet provided the department agrees to pay the incremental cost of the unit selected.

5. Departments may request a new device or an exception to established practices by submitting an MFD Request Form to Copy Central.

**F. APPROVALS**

<b>Required for Procedure</b>  Rusty Waterfield, Assistant Vice President, Office of Computing and Communications Services	Last Approved : October 2008
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