

## University of Manitoba Print Services Program

The University of Manitoba is a buying group member of the Government of Manitoba Collaborative Procurement Initiative's Standing Offer Agreement for Printers, Print Services and Optional Print Services.

The new agreement offers the University a fully managed service with a full complement of print devices to choose from. The new program provides a lower total cost of ownership (TCO) in comparison to our previous program, and you will continue to have a choice when they want to acquire a new device.

## Who is WBM

WBM Technologies was awarded a contract to provide managed print services to various Government of Manitoba entities, including schools, hospitals, and universities. The University of Manitoba has opted into this contract for our Managed Print Services with the benefit of delivering advanced print technology solutions and support services. The goal is to provide reliable and efficient support for the Ricoh printer product line through a team of professionals based in Manitoba, managed by WBM Technology Inc.

## WBM Product Line

The University of Manitoba has opted to use the Ricoh printer product line from WBM Technologies, which includes 20 different models, from black and white desktop devices to colour Multifunction Printers and plotters. Please click here: [Available Printers and Multifunction Devices \(PDF\)](#) to see the current list of available Ricoh printers and their capabilities.

**Please complete the form and submit it to WBM.**

## Contact Information:

<b>Faculty:</b>	<b>Department:</b>	<b>Date:</b>
<b>Address:</b>	<b>Building:</b>	<b>Room #:</b>
<b>Requestor:</b>	<b>Phone:</b>	<b>email:</b>
<b>Business Manager:</b>	<b>Phone:</b>	<b>email:</b>
<b>IT Administrator:</b>	<b>Phone:</b>	<b>email:</b>

## Current Hardware Information: (if applicable)

<b>Brand:</b>	<b>Model:</b>	<b>Serial #:</b>
<b>Current Device Location:</b>	<b>Building:</b>	<b>Room:</b>

<b>Are you Replacing a Device?</b>	<b>Is this a New Device?</b>	<b>Other:</b>
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If (Other), please describe: \_\_\_\_\_

<b>Number of Supported Users:</b>	<b>Are there other printing devices in the office?</b>	<b>Yes</b>	<b>No</b>
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If (Yes), please provide the brand and model: \_\_\_\_\_

## New Printing Device Technical Requirements: (Please select your options with an X)

<b>Printer Only:</b>	<b>Multifunction Printer:</b>	<b>Fax:</b>
<b>Black &amp; White:</b>	<b>Colour:</b>	<b>Scanner:</b>
<b>Desktop Model:</b>	<b>Floor Model:</b>	<b>Finisher:</b>
<b>Max Paper Capacity:</b>	<b>Special Paper/Forms:</b>	<b>Stapler:</b>
<b>Max. Paper Size:</b>	<b>Output Quality:</b>	<b>Puncher:</b>
<b>Secure Printing:</b>	<b>Job Accounting:</b>	<b>Sorter:</b>

### **Business/Operational Requirements and Priorities:**

This questionnaire will help us understand your priorities and ensure that the recommended device will reflect your specific printing needs since your requirements may have changed from the time you bought your current device.

1. What is the main use of the printing device? \_\_\_\_\_
2. Have you contacted your IT Administrator regarding this new device request? 

Yes:	No:
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3. Will your printer be connected to the UofM network? 

Yes:	No:
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1. (If new printer) Is there a network port available? 

Yes:	No:
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2. Will this device be attached to a scientific instrument? 

Yes:	No:
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3. Is your existing device capable of handling your current printing volume? 

Yes:	No:
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4. Did your printing volume or number of users increase/decrease since you bought your current device? 

Yes:	No:
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5. Do you need a faster device than the one that you have right now? 

Yes:	No:
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6. Do you require a higher paper capacity? 

Yes:	No:
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7. How important are the fax capabilities for your business operations? \_\_\_\_\_
8. Is there a device with fax capabilities nearby? 

Yes:	No:
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9. How many users will be using this device? \_\_\_\_\_
10. Do you have any space limitations to house your device? 

Yes:	No:
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(If you have space considerations, it is important to consider where the printer will be placed and if it will have enough room to load the media.)
11. Is high resolution needed? Colour accuracy/Professional looking printing? 

Yes:	No:
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12. Special forms or paper? (i.e.: coated papers, parchment paper, high grammage paper, card stock? 

Yes:	No:
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13. Do you print awards, certificates, report covers, brochures, programs? 

Yes:	No:
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14. Do you have a special requirement that is not listed above? 

Yes:	No:
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If (Yes), please provide details: \_\_\_\_\_
15. FOAP for the printer acquisition: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
16. FOAP for the monthly printing charges: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Please save a copy of this completed file to your computer and email the form to [printmanagement@wbm.ca](mailto:printmanagement@wbm.ca) with the subject: UofM – New Printer Request

Questions? Please email [vendormgmt@umanitoba.ca](mailto:vendormgmt@umanitoba.ca)