Multi-Function Devices Information Sessions

Department: Procurement/ Payables

REFRESH - MULTI FUNCTION DEVICES AND A4 PRINTERS

Purchasing Services has updated the contract for Multi-Function Devices and A4 printers with Toshiba under OECM. Current machines will be swapped out for new units between October and November, 2025.

Information and Ordering Sessions

Toshiba will host 4 information sessions to showcase the available options, provide details on how to complete the order form and discuss the changeover process.

Information Session Details

The presentation from Toshiba will cover the first 15 minutes of the session, the remainder of the time will be used for Q&A.

October 6th at 9:30am

Multi Function Device Information Session | Meeting-Join | Microsoft Teams [1]

October 6th at 2:00pm

Multi Function Device Information Session | Meeting-Join | Microsoft Teams [1]

October 8th at 9:30am

Multi Function Device Information Session | Meeting-Join | Microsoft Teams [1]

October 8th at 1:30pm

Multi Function Device Information Session | Meeting-Join | Microsoft Teams [1]

It is critical that someone from each department attends to ensure that machines are ordered and delivered on time.

IF ORDER FORMS ARE NOT SUBMITTED BY OCTOBER 24th at 4pm, PURCHASING SERVICES WILL ORDER THE UPDATED VERSION OF YOUR EXISTING MACHINE.

Please ensure that the person responsible for ordering the machines in your department attends at least one of these sessions. Pricing of various models will be provided; department admins should validate the new higher costs with their own budgets.

This is a good opportunity to review usage of these machines. Toshiba can provide data on the number of copies and scans created over the past two years. To request this information, send an email to the Purchasing HelpDesk with the title “Requesting MFD Usage”.

Please direct all questions to purchasing.helpdesk@uoguelph.ca [2].

Source URL:https://www.uoguelph.ca/finance/multi-function-devices-information-sessions

Links
[1] https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDcxZjQ3YTgtN2ZhOS00ZjUxLTkzODUtMzZjNTllNzJhOGVj%40thread.v2/0?context=%7b%22Tid%22%3a%22be62a12b-2cad-49a1-a5fa-85f4f3156a7d%22%2c%22Oid%22%3a%223f50d1dd-5919-4ed0-b0d8-8bcd73a09f06%22%7d [2] mailto:purchasing.helpdesk@uoguelph.ca