Subject: Project - IMSA Printer Consolidation Project - **Update #5 (Admin Copy Room)**

The Konica-Minolta copier in the Admin Copy Room is down: The Konica-Minolta copier, an older device, has been down for over a week; it has been decided that the device will be retired, not repaired. Several factors were taken into consideration; age, wear and tear, and finally the estimated cost of the repair(s). The Admin Copy Center - Xerox is the device that is to be used from now on. If you still need training or the printer driver for the Admin Copy Center - Xerox, please contact the ITS HelpDesk (helpdesk@imsa.edu or 5995) and we will schedule a training session for you and your team. Many teams attended the training sessions in September when the device was installed.

Scan to E-Mail: We have enabled the Scan to E-Mail feature on the Admin Copy Center - Xerox. The instructions for using the Scan to E-Mail feature are posted above the device in the Admin Copy Room. We will be enabling the Scan to E-Mail feature on the A Wing Copy Center - Xerox in the next couple of days. Instructions for that device will also be posted above the device in the A Wing Copy Room.

Questions concerning this project may be directed to Ralph A. Flickinger, ITS Special Project Manager, ralph@imsa.edu, 630-907-5198. Project status can also be reviewed via the web at the following URL (login required): https://www.imsa.edu/services/helpdesk/its-special-projects-status.

Brought to you by the Information Technology Services (ITS) team

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