Subject: Project - IMSA Printer Consolidation Project - **Update #6**

As we stated in the project launch announcement, ITS has begun a printer consolidation project as a result of a joint directive from Central Management Services (CMS) and the Governor's Office. Below is a status update to communicate project progress to the IMSA community.

Scan to E-Mail: Scan to E-Mail has been enabled on both of the large copy center devices (Admin & A-Wing). Instructions for using Scan to E-Mail are posted above each device. Both devices have been setup so you can search the staff directory for e-mail address(s). You can type in a partial name of your recipients and push the search button. The device will display a list of all staff and students who match the partial name you provided. You can then select the ones you wish your scan to be sent to.

New Devices: We plan to install two more Xerox devices this fiscal year and will be talking to the departments next week concerning the installation of the new devices.

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.

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