

UCSF Print Management Program



RICOH

xerox



The UCSF Print Management Program (PMP) managed by Documents & Media offers the University a convenient, sustainable, economic solution for its copiers, multifunction devices, and networked desktop printer needs.

Reduce or eliminate administrative time

- No need to generate a purchase order, since we'll be the ones leasing or purchasing the equipment.
- No need to review monthly bills from outside vendors for lease payments, maintenance, and supplies.
- No need to track individual impressions, since we'll be the ones responsible for tracking usage on a monthly basis. Recharge billing can be viewed 24/7 on our online portal. This portal includes a breakdown in usage by each COA and the amount recharged to that account.
- No need to order consumable supplies, like toner or solid ink. We provide all equipment supplies, and we help keep used supplies out of landfill by responsibly recycling them.
- We can provide 100% recycled plain or 3-hole recycled paper.
- We are firmly committed to environmental sustainability and fully support the Carbon Neutrality goals of the University. We only use printing devices that are Energy-Star® compliant.

Significantly reduce maintenance time

- Documents & Media becomes the key contact for all maintenance needs. No more rising service costs, burdensome third-party maintenance agreements, or tracking down of a technician for equipment repairs.
- All of your equipment service and supply requests are conveniently managed and tracked using ServiceNow. Tickets can be seamlessly transferred for IT support when needed.
- Major parts are stored by Documents & Media at the Mission Center. This reduces the time needed to order parts and results in equipment potentially being serviced quicker.

Convenience and Ease of Use

- Individual access codes for each account (tied to the department fund/dpa) can be set up on each multifunction printer, allowing for universal access for all department users in the program.
- Equipment installed can be from the same manufacturer, using the current UC system-wide approved vendors. This uniformity enables users the capability to easily operate each device, which in turn eliminates the frustration and downtime of having to readjust to different equipment.
- We can also support supplies & service, and break/fix repairs on desktop laser printers.

Contact Us!
dmcsr@ucsf.edu
415-514-2054

Send your high-quantity print & copy jobs to us!

In addition to the UCSF Print Management Program, we can also do your digital printing & copying for you.

Our digital production facility at MCB features a Xerox 1000 Color Digital Press and several high-speed production black & white copiers.

For convenient color copies at Parnassus, we have office color machines at the DM Service Center in the UCSF Library.

Let us do the *copying for you*



DOCUMENTS & MEDIA

Print Design
UCSF & Medical Center Business Stationery
High-End Digital Copying
Full Color Printing and Copying
Digital Photography
Large Format Color
Complete Bindery Solutions
Variable Data Printing
Mail Merge
Digital Scanning
Flash Drive Production
Direct Mail Services
First Class and Standard Presorting
Mail Design and Format Consultation
Outgoing Mail Permit and Metering Service



This equipment mix allows us to provide to the University fast and cost-effective color and black & white digital printing & copying. Our standard turnaround time for most copy jobs is 24 hours. If you need your project sooner, we offer rush and even super rush, while-you-wait service.

We carry a wide variety of paper stocks, including colored cover and text weights, textured papers, and tabs.

And print & copy are only part of the package. We offer a variety of binding options, including comb, tape, FastBack, and velo binding, as well as hard-cover book binding, complete with attractive foil-stamped spines and covers.

We can handle any type of hand-labor (folding, inserting, stuffing) required for your job.

Our digital production partners are firmly committed to environmental sustainability.

Order your stationery online
<http://tiny.ucsf.edu/print>