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.

Email Us! dmpmp@ucsf.edu
Online @ tiny.ucsf.edu/pmp
Call for Help at 415-476-5900
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.