

# CAPS Printing and Photocopying Rollout Policy

## Purpose

The purpose of this document is to establish guidelines and policy for the procurement and installation of devices to enable connection to the University of Tasmania's copying and printing system (CAPS).

## Introduction

During 2004 the University introduced a new copying and printing service, CAPS. The Pharos (PUPS) printing system was linked to the CMS/IP database photocopying system to form a corporate copying and printing system. There was no change to the existing PUPS printers. However copying arrangements have been limited to the libraries until the start of 2005. Other areas will be included in CAPS progressively from the start of 2005.

The University has a legal agreement with BEAR Solutions, which covers the purchase and support arrangements for equipment associated with the CAPS system. Any BEAR equipment to be incorporated into this corporate system is to be purchased from BEAR, through the Service Manager UTas Card System, according to the agreement, which includes warranty and support arrangements.

Advice on purchase or lease of other equipment such as photocopiers and printers must be sought from the Service Manager prior to acquisition or entry into any agreement with suppliers. Advice on compatibility of existing equipment (photocopiers and printers) can also be sought from the Service Manager.

Any schools or business units considering joining CAPS **must** contact the Service Manager UCS to ensure their plans fit with the legal requirements associated with purchase and support of equipment and charging and re-imbursement arrangements.

## Process

In order to become part of the new system the following process generally applies:

- Please direct enquiries to the Service Manager UCS for guidance on how to proceed with joining the CAPS system including but not limited to;
  - Network and power issues,
  - Cost recovery and reimbursement issues,
  - Software and reporting issues,
  - Costings for hardware, and

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- Any issues relating to suitability of locations.
- All equipment to be connected to or form part of the CAPS system must be purchased through or authorised by, the Service Manager UCS
- Any equipment purchased under other arrangements or without the authorisation of the Service Manager may not be able to form part of the Corporate CAPS system.

Further policy will be forthcoming regarding associated issues as the Project progresses.

## CAPS Assistance

For assistance with CAPS Rollout Policy, contact the Service Manager (UCS):

[Service.Manager.UCS@utas.edu.au](mailto:Service.Manager.UCS@utas.edu.au)

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