It is the policy of Emory Healthcare (EHc) that EHc Information Services (EHcIS) support the printing and scanning requirements on approved devices in the EHc environment. These printing and scanning processes must act in accordance with established EHc printing and scanning standards. Due to the high volume of output printing, complexity of printing and scanning issues, cost of support, and the various ways EHc applications process print and scanning requests, standards have been established to ensure appropriate printing and scanning. Standards were established to speed the delivery of output to the end user, minimize errors in printing and scanning, and provide printing and scanning guidelines.

View [Emory Healthcare Printing Policy](#)

## SCANNERS for Emory Clinic & Emory Hospitals

**Vendor:** CDW-G (Chicago Data Warehouse)

<table>
<thead>
<tr>
<th>Description</th>
<th>Part No.</th>
<th>Speed &amp; Output (pages per minute)</th>
<th>Cost (includes shipping)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EeMR Scanning Fujitsu fi-6130c (Sheet Fed Scanner)</td>
<td>FUJ-PA03540-B055</td>
<td>600 DPI 40 PPM (black) 30 PPM (color)</td>
<td>$870.00</td>
</tr>
<tr>
<td>EeMR Scanning Fujitsu fi-6230c (Flatbed Scanner)</td>
<td>FUJ-PA03540-B555</td>
<td>600 DPI 40 PPM (black) 30 PPM (color)</td>
<td>$1250.00</td>
</tr>
<tr>
<td>(Radiology Scanner)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scanner Approved for Radiology Services Only</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panasonic KV-S1025C</td>
<td></td>
<td>600 DPI 26PPM (bl/color)</td>
<td>$780.00</td>
</tr>
</tbody>
</table>
MULTI-FUNCTION (MFP) PRINTERS

Multi-Function Printers (fax/copier/printer/scanner) are **NOT** to be installed on the EHc network directly via ethernet cable. You will need the applicable Axis box.

Multi-Function Printer (MFP) Options & Ordering Instructions:

I. **Copy / Fax / Print (No Scan).** If you want the MFP to copy, fax and print only, and do not require the scanning function, then follow the instructions below to complete your order. A scanner must be purchased separately, if you choose this option. Please refer to the Scanners on this web page for equipment information and pricing.

Ordering Instructions:

a. **Step 1.**
Select the MFP model below that best fits your needs.

Each Emory Healthcare institution has required specifications and pricing information for MFPs. Please refer to the appropriate section below (Sec. 1 Emory Clinic / Sec. 2 Emory Hospital) for your institution.

b. **Step 2.**
Refer to **Sec. 3 (Additional Equipment & Accessories)** for quote and pricing information of the Axis Box and Data Drop required with this order.

c. **Step 3.**
Submit quotes (for MFP and required accessories) with pricing information to the Purchasing Department for a Purchase Order to be created. The quote should include the following:

- Mult-Function Printer Model#
- Axis Box

d. **Step 4.**
Contact University Technology Services (UTS) NetCom to create a Work Request to install a **single** Data Drop.

II. **Fax / Copy / Print / Scan.** If you want the MFP to copy, fax, print and **scan**, then you will be required to purchase a **Thin Client (aka, WYSE Box) Bundle** along with the necessary accessories specified below. Follow these instructions to complete your order.

Ordering Instructions:
a. Step 1.  
Select the model of MFP below that best fits your needs.

Each Emory Healthcare institution has required specifications and pricing information for MFPs. Please refer to the appropriate section below (Sec. 1 Emory Clinic / Sec. 2 Emory Hospital) for your institution.

b. Step 2.  
Refer to Sec. 3 (Additional Equipment & Accessories) for quote and pricing information of the Thin Client Bundle, Axis Box, Crossover Cable, 2 Data Drops and Trendnet Cable required with this order.

c. Step 3. Submit quotes (MFP and required accessories) to the Purchasing Department for a Purchase Order to be created. The quote should include the following:

- Multi-Function Printer Model#
- Thin Client Bundle (a.k.a, WYSE Box)
- Axis Box
- Crossover Cable
- Trendnet Cable

e. Step 4.  
Contact University Technology Services (UTS) NetCom to create a Work Request to install two (2) Data Drops.

1. Multi-Function Printers for Emory Clinic

Emory Clinic Approved Multi-Function Printer (Emory Clinic only)

Vendor: Ricoh
Contact: Clark Jensen
Office: 678.584.6222
E-Mail: clark.jensen@ricoh-usa.com

Vendor: Ricoh-USA

<table>
<thead>
<tr>
<th>Description: Color MFP (Larger Size)</th>
<th>Lease Payment (36 Month Term)</th>
<th>Lease Payment (36 or 48 Month Term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ricoh Aficio MP C4000 SPF (Color)</td>
<td>$268.84.00/mo (36 Months)</td>
<td>$225.82/mo (48 Months)</td>
</tr>
<tr>
<td>Printing / Faxing / Copying / *Scanning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 2 paper Drawers (500 Sheet Each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 100 Sheet Automatic Reversing Document Feeder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 1000 Sheet Finisher/Stapler</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Automatic Duplex
- 100 Sheet Stack Bypass Tray
- Post Script Software Unit Type C5000
- Fax Board
- *Scanning
  (*Scanning only available with purchase of Thin Client Bundle)

**Full Service Agreement includes all parts, labor & toner**

Contact vendor for any questions about this multi-function printer.

### Vendor: Ricoh-USA

<table>
<thead>
<tr>
<th>Description: Color or Bl/White MFP (Smaller Size)</th>
<th>Lease Payment (36 Month Term)</th>
<th>Lease Payment (48 Month Term)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ricoh Aficio MP C2550 SPF (Color)</strong> (With Storage Cabinet Deck)</td>
<td>$195.05.00/mo (36 Months)</td>
<td>$163.84/mo (48 Months)</td>
</tr>
</tbody>
</table>

**Printing / Faxing / Copying / *Scanning**

- Standard:
  - 2 paper Drawers (500 Sheet Each)
  - 50 Sheet Automatic Reversing Document Feeder
  - Automatic Duplex
  - Internal Finisher
  - 100 Sheet Stack Bypass Tray
  - Post Script 3 Software
  - Fax Board
  - *Scanning
    (*Scanning only available with purchase of Thin Client Bundle)
  - Punch Kit

**Full Service Agreement includes all parts, labor & toner**

Contact vendor for any questions about this multi-function printer.

| **Ricoh Aficio MP 2851 SPF (Bl/White)** | $179.31.00/mo | $150.61/mo |
Printing / Faxing / Copying / *Scanning

Standard:
• 2 paper Drawers (500 Sheet Each)
• 50 Sheet Automatic Reversing Document Feeder
• Automatic Duplex
• Internal Finisher
• Bridge Unit
• Finisher 1000 Sheet
• 100 Sheet Stack Bypass Tray
• Post Script 3 Software
• Fax Board
• *Scanning
  (*Scanning only available with purchase of Thin Client Bundle)
• Punch Kit

Full Service Agreement includes all parts, labor & toner

Contact vendor for any questions about this multi-function printer.

Vendor: Ricoh-USA

<table>
<thead>
<tr>
<th>Description: Bl/White MFP w/Color Scan (Medium Size Counter Top)</th>
<th>Lease Payment (36 Month Term)</th>
<th>Lease Payment (48 Month Term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ricoh Aficio MP171 SPF (Order# 414847)</td>
<td>$43.41/mo (36 Months)</td>
<td>$35.60/mo (48 Months)</td>
</tr>
</tbody>
</table>

Printing / Faxing / Copying

Printing / Faxing / Copying / *Scanning

Standard:
• 2 paper Drawers (500 Sheet Each)
• 50 Sheet Automatic Reversing Document Feeder
• Automatic Duplex
• 100 Sheet Stack Bypass Tray
• 250 Sheet Paper Tray
• Post Script 3 Software
### 2. Multi-Function Printers for Emory Hospitals

**Emory Hospitals Approved Multi-Function Printer (Hospitals only)**

**Vendor:** IKON  
Contact: Rusty Cullens  
Office: 770.326.1704  
E-Mail: rcullens@ikon.com

<table>
<thead>
<tr>
<th>Description: Color MFP (Larger Size)</th>
<th>Part#</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ricoh Aficio MP C4000 SPF (Color) (With Storage Cabinet Deck)</td>
<td>RICOH MP C4000-(1)</td>
<td>$12,300.00</td>
</tr>
<tr>
<td>Ricoh Aficio MP C4000 SPF (Color) (With Addt’l 2-Drawer Paper Deck)</td>
<td>RICOH MP C4000-(2)</td>
<td>$12,890.00</td>
</tr>
</tbody>
</table>

**Printing / Faxing / Copying / *Scanning**

Standard:  
- 2 paper Drawers (500 Sheet Each)  
- 100 Sheet Automatic Reversing Document Feeder  
- Automatic Duplex  
- 100 Sheet Stack Bypass Tray  
- Post Script 3 Software  
- Fax Board  
- *Scanning  

(*Scanning only available with purchase of Thin Client Bundle)
 Optional:
- Finisher/Stapler (Regular)
- Finisher/Stapler (Large)
- Saddle Finisher (Booklet)
- Hole Punch

**Full Service Agreement (Support & Toner) covered under Emory Healthcare wide contract with IKON.**

Contact vendor directly for any questions about this multi-function printer.

<table>
<thead>
<tr>
<th>Description: Color or Bl/White MFP (Smaller Size)</th>
<th>Part#</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ricoh Aficio MP C2550 SPF (Color) (With Storage Cabinet Deck)</td>
<td>RICOH MP C2550SP-(1)</td>
<td>$4,969.00</td>
</tr>
<tr>
<td>Ricoh Aficio MP C2550 SPF (Color) (With Addt’l 2-Drawer Paper Deck)</td>
<td>RICOH MP C2550SP–(2)</td>
<td>$5,645.00</td>
</tr>
<tr>
<td>Ricoh Aficio MP 2851 SPF (Bl/White) (With Storage Cabinet Deck)</td>
<td>RICOH MP 2851 SP-(1)</td>
<td>$4,125.00</td>
</tr>
<tr>
<td>Ricoh Aficio MP C2550 SPF (Color) (With Addt’l 2-Drawer Paper Deck)</td>
<td>RICOH MP 2851 SP–(2)</td>
<td>$4,818.00</td>
</tr>
</tbody>
</table>

**Printing / Faxing / Copying / *Scanning**

Standard:
- 2 paper Drawers (500 Sheet Each)
- 50 Sheet Automatic Reversing Document Feeder
- Automatic Duplex
- 100 Sheet Stack Bypass Tray
- Post Script 3 Software
- Fax Board
- *Scanning
  (*Scanning only available with purchase of Thin Client Bundle)

Optional:
- Finisher (Regular)
- Finisher (Large)
- Finisher (Booklet)
- Super G3 Fax
- Punch Kit

**Full Service Agreement (Support & Toner) covered under Emory Healthcare wide contract with IKON.**

Contact vendor for any questions about this multi-function printer.

<table>
<thead>
<tr>
<th>Vendor: IKON</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong> Bl/White MFP w/Color Scan (Medium Size Counter Top)</td>
</tr>
<tr>
<td><strong>Part#</strong></td>
</tr>
<tr>
<td><strong>Cost</strong></td>
</tr>
<tr>
<td>Ricoh Aficio MP171 SPF</td>
</tr>
</tbody>
</table>

**Printing / Faxing / Copying / *Scanning**

- Standard:
  - 2 paper Drawers (500 Sheet Each)
  - 50 Sheet Automatic Reversing Document Feeder
  - Automatic Duplex
  - 100 Sheet Stack Bypass Tray
  - 250 Sheet Paper Tray
  - Post Script 3 Software
  - Fax Board
  - Print / Fax / Copy (Bl/White Only)
  - *Scanning (Color Scanning) (*Scanning only available with purchase of Thin Client Bundle)

- Optional:
  - Extra Paper Drawer ($200)
  - Storage Cabinet ($100)
  - Other Options (Contact Vendor)

**Full Service Agreement (Support & Toner) covered under Emory Healthcare wide contract with IKON.**

Contact vendor directly for any questions about this multi-function printer.
3. **ADDITIONAL EQUIPMENT & ACCESSORIES**

A. Required Accessories for Multi-Function Printer (Copy / Fax / Print (No Scan))

Vendor: CDW-G (Chicago Data Warehouse)

<table>
<thead>
<tr>
<th>Description</th>
<th>Part No.</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5550 (USB) Ethernet Print Server (Axis Box)</td>
<td>0173-004</td>
<td>$202.00</td>
</tr>
</tbody>
</table>

B. Required Accessories for Multi-Function Printer (Copy / Fax / Print / Scan)

Vendor: CDW-G (Chicago Data Warehouse)

<table>
<thead>
<tr>
<th>Description</th>
<th>Part No.</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thin Client Bundle (Wyse)</td>
<td></td>
<td>See the PC Standards &amp; Procedures web page</td>
</tr>
<tr>
<td>(Refer to link for current quote &amp; pricing information)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5550 (USB) Ethernet Print Server (Axis Box)</td>
<td>0173-004</td>
<td>$202.00</td>
</tr>
<tr>
<td>Crossover Cable</td>
<td>BEL-A3X189-10-RED-S</td>
<td>$16.04</td>
</tr>
<tr>
<td>10' Cat6 Crossover Snagless Red</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TrendNet Cable</td>
<td>TNI-TU2-ET100</td>
<td>$10.52</td>
</tr>
<tr>
<td>USB 2.0 Enet 10/100MB</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OTHER SUPPORTED MULTI-FUNCTION PRINTERS**
Canon ir4080
Ricoh-Aficio MP2550B SPF (Bi/White) – Replaced by the MP2851.

If you have any questions, email Computer.Request@emoryhealthcare.org