Campus Printing for Employees

Learn about our secure Managed Print Services (MPS) and the features of each printer with the costs – along with process to order an individual office printer.

Managed Print Services (MPS) Printers

To learn more about MPS visit the Print Management portal page, click here.

MPS Consolidated/Centralized Kyocera Multifunction Device (MFD) – *preferred choice*

- Features secure printing and copying, plus scan-to-email functionality.
- Device costs are based on consumption or usage (*number of pages printed/copied*); that are tracked, tabulated, and charged back to department/grant accounts.
- The "*Per Page*" model covers the costs of hardware, toner, paper, and service.
  o **Black**: $0.05 per page.
  o **Color**: $0.30 per page.

MPS Black & White Kyocera Laser Individual Office Printer

- Annual upfront cost is $360 (covers the costs of hardware, toner, paper, and service).
- Must have network port to attach printer in office.
- If the office does not have an available network port, one will have to be installed the added cost is between $250-$300.

✦ *Need an Individual Office Printer?*
    A local network printer in offices will require Director/Dean approval based on justification of need.

Procedure to order an individual Office printer

Submit a Purchase Requisition with appropriate account numbers and signatures and send to ITS, with the following information:

Department Name, Account No.
User Info: Name and office location
Vendor: Brady Business Solutions
Description: Kyocera P2040
Annual Cost: $360

Questions? Please contact the SVSU IT Support Center
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