** All printers must be ordered via a quote/proposal created by Technology Services. Please contact Jamie Rhine (jtrhin@ship.edu or x1260) with your request so a quote can be obtained. **

PLEASE NOTE: These supported printer options from Kyocera are supported and repaired by Quality Digital Office Technology and can be serviced quickly on campus if needed.

** Kyocera P2040dw **

B&W Laser Printer

Specs

- Light duty network/desktop laser printer
- Provides fast paper-saving 2-sided duplex output at an economical price.
- Recommended for smaller offices or single use.
- Output Speed: 42 PPM
- Max Duty Cycle: 80,000 per month
- Paper Cassette: 250 sheet drawer, 100 sheet manual feed
- Max Paper Size: 8½” x 14”
- Duplex (double-sided) printing
- Network-enabled
- Estimated Operating Cost: $0.012 per page

Price: $520

** Kyocera PA5000x **

B&W Laser Printer

Specs

- The PA5000x delivers high performance printing in a small, economical package. This B&W laser printer is recommended for offices with medium volume printing needs.
- Output Speed: 52 PPM
- Max Duty Cycle: 200,000 per month
- Paper Cassette: 500 sheet drawer, 100 sheet manual feed
- Max Paper Size: 8½” x 14”
- Duplex (double-sided) printing
- Network-enabled
- Estimated Operating Cost: $0.008 per page

Price: $1,018
### Kyocera M2540dn B&W Multifunction Printer

The M2540 offers reliable and cost-effective printing, plus the added ability to scan, copy and fax all in one device! Most suitable for shared workgroups or offices that have light volume printing and copying needs.

- **Output Speed:** 42 PPM
- **Max Duty Cycle:** 50,000 per month
- **Paper Cassette:** 250 sheet drawer, 100 sheet manual feed
- **Max Paper Size:** 8½” x 14”
- **Duplex (double-sided) printing**
- **Fax-enabled**
- **Network-enabled**
- **Estimated Operating Cost:** $0.015 per page

**Price:** $1,052

### Kyocera PA3500cx Color Laser Printer

Fast, strong and quality-conscious. The color printer PA3500cx knows how to impress small and large workgroups through excellent office quality at an especially low cost per page. Recommended where color printing is needed in medium-sized offices with networking sharing.

- **Output Speed:** 37 PPM
- **Max Duty Cycle:** 100,000 per month
- **Paper Cassette:** 500 sheet drawer, 100 sheet manual feed
- **Max Paper Size:** 8½” x 14”
- **Duplex (double-sided) printing**
- **Network-enabled**
- **Estimated Operating Cost:** $0.015 per page (B&W), $0.085 per page (color)

**Price:** $1,130
Purchasing Printers/Copiers in SourcePoint

Printers/Copiers must be entered in SourcePoint as a “non-catalog” request. You must have a quote prepared that can be uploaded along with your purchase requisition (PR).

1. Log in to SourcePoint by going to https://portal.passhe.edu and signing in with your full Ship e-mail address and password. Click on the SourcePoint tab and choose the link for Guided Buying.

2. From the SourcePoint homepage, click on Purchase Requisition with Quote.
3. Enter the Product name, Description, Category, Quantity, and Unit price. If your quote is from Quality/Kyocera, click on View all suppliers, and search/select “Kyocera Document Solutions Mid-Atalantic – York, PA” from the list. Click on Add to cart.

4. SourcePoint will now show the items you are ordering in the shopping cart. Click on Check out when finished.
5. Fill in all of the PR details, such as Need-by Date, cost center, GL Account, cost center, etc.

6. Under the “Attachments” section at the bottom, upload the quote/proposal that was provided for the purchase. You can either drag and drop the file into the window, or click on **Browse** and select it. Once finished, click on the **Add** button to save the attachment.

7. When finished entering the PR information, click on **Submit** at the top of the page to send your PR for approval/ordering.