copyprint SOLUTIONS

Machine costs:

1x New Toshiba E-Studio 2515AC

Purchase Cost - £2,395 ex VAT

3yr lease - £75.44 per month ex VAT

5yr lease - £49.58 per month ex VAT

Full Service Costs

Includes toners, parts, labour and maintenance

Colour – £0.025* per page (£25 per 1,000)

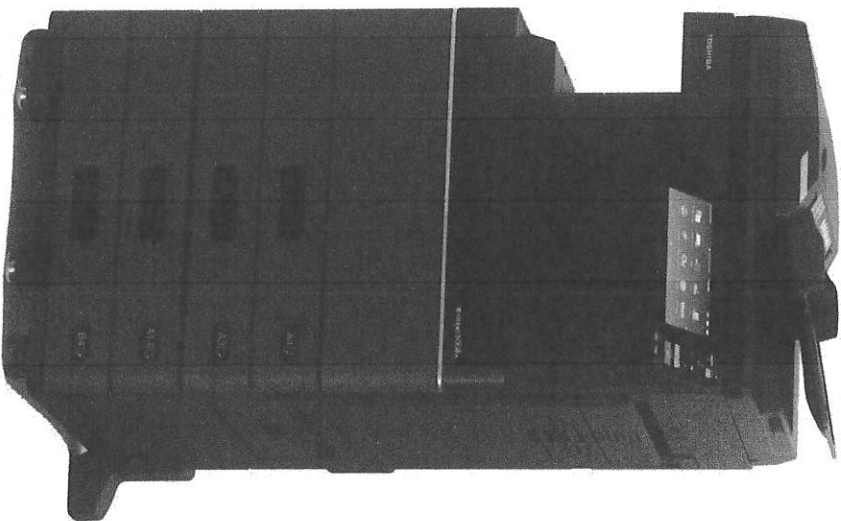Mono – £0.0025* per page (£2.50 per 1,000)

*Fixed for contract term

* No minimum billing

* We employ our own engineers

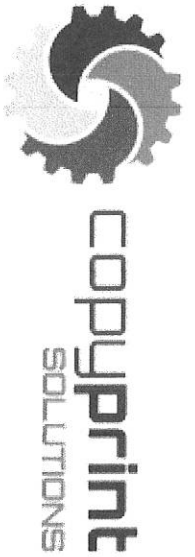* Delivery, installation and training included

* Remote support via Teamviewer

1x Fully Refurbished Toshiba e-studio 4505AC

- 45 pages per minute in colour and mono
- 100 sheet reversing document feeder
- A5-SRA3 paper (52-300gsm)
- Postscript enabled
- 50 sheet internal staple finisher
- 1,200 x 1,200 dpi
- 2 x 550 sheet paper trays
- 1 x 2,000 sheet tandem deck
- 1 x 100 sheet multi bypass
- 320 GB Secure HDD
- 4GB RAM
- Mobile desk unit
- Cloud enabled

copyprint SOLUTIONS

Machine costs:

1x Fully Refurbished Toshiba E-Studio 4505AC

Purchase Cost - £1,250 ex VAT

3yr lease - £41.63 per month ex VAT

5yr lease - £27.75 per month ex VAT

Full Service Costs

Includes toners, parts, labour and maintenance

Colour – £0.028* per page (£28 per 1,000)
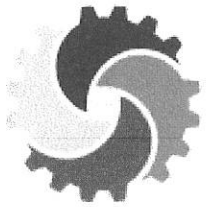
Mono – £0.0028* per page (£2.80 per 1,000)

*Fixed for contract term

* No minimum billing

* We employ our own engineers

* Delivery, installation and training included

* Remote support via Teamviewer

copyprint SOLUTIONS

About Us

Address – Unit 3, Block C, The Courts, Trafford Park, M17 1SF

Website - **www.copyprintsolutions.co.uk**

Phone - 0161 876 0187

Company Registration number – 10317766

VAT Number - 252345030

TOSHIBA

AUTHORISED
BUSINESS PARTNER

SHARP
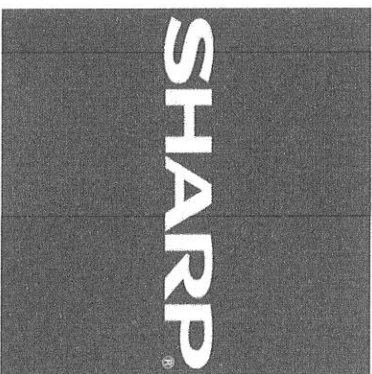
e-STUDIO2515AC
e-STUDIO3015AC
e-STUDIO3515AC
e-STUDIO4515AC
e-STUDIO5015AC

Product brochure

> Toshiba's A3 colour systems impress with an outstanding document output at a speed of up to 50 pages per minute.

> Enhance your efficiency with tailor-made workflows, easily accessible via the fully customisable user interface.

> All models easily integrate into modern business environments and support cloud and mobile printing.

TOGETHER INFORMATION

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CONNECT. INTEGRATE. SIMPLIFY.

Technology for every office, delivering advanced functionality, ease of use and peace of mind.
Every business is unique. That's why Toshiba offers the latest customisable solutions that can be tailored to meet your needs. Toshiba solutions help you simplify complex tasks while managing diverse information —efficiently and safely to maximise your productivity.

Toshiba's latest series delivers on our promise of Together Information - our commitment to collaborate with clients to provide tailored, cost-effective solutions that meet your print, document management and content needs while helping you to meet your green objectives.

Superior document workflows with impressive colour output.
Don't restrict yourself. Colour can make all the difference and with Toshiba's e-STUDIO5015AC series you can expect high image quality. Combine this with advanced features and you have a multifunction system which covers even the most demanding needs.

> Advanced Toshiba e-BRIDGE Next controller technology for easy integration into IT environments and customisation of document workflows.
> Impeccable, high-quality output with a resolution of up to 1,200 x 1,200 dpi.
> High-volume consistency of colour across small and large print jobs.

Simple, smart and stylish.

Toshiba has designed the e-STUDIO5015AC series to ensure utmost user experience. Via the 26 cm (10.1"), tablet-style multi-touch screen, which is fully customisable, the sytems are intuitive to use and increase your productivity and efficiency.

Complicated multi-step processes can be turned into one-touch functions and will help streamline your document workflows.

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ADVANCED TECHNOLOGY FOR MORE EFFICIENCY.

Businesses require a great amount of flexibility and the possibility to access information and data anytime from anywhere — the e-STUDIO5015AC series is ready for this.

Flexible integration with third-party applications, an embedded web browser and the support of cloud and mobile printing are just some of the features, which will enhance your efficiency and boost your productivity.

As each company has different ways of storing and sharing data, the colour systems can be equipped with apps, which meet your individual requirements or preferences. Whether you wish to connect to cloud services or local applications, we have the solution.

Cloud solution apps

> e-BRIDGE Plus for Box
> e-BRIDGE Plus for Dropbox
> e-BRIDGE Plus for Google Cloud Print
> e-BRIDGE Plus for Google Drive
> e-BRIDGE Plus for OneDrive
> e-BRIDGE Plus for OneDrive for Business[1]
> e-BRIDGE Plus for SharePoint Online[1]
> e-BRIDGE Plus for Exchange Online[1]

Workflow solution apps

> e-BRIDGE Plus for Barcode Scan
> e-BRIDGE Plus for USB Storage

Environmental Protection

Protecting the environment is embedded in our corporate philosophy and we ensure that our products comply to the highest environmental standards. With ENERGY STAR certification, these devices help you to save money and protect the environment through their energy efficiencies. In addition, our devices arrive with you carbon neutral as all the carbon from procurement, production and shipping is offset by carbon reduction projects around the world as part of our Carbon Zero Scheme.

Security for your business

Protecting your business' data is at the top of our minds while designing our products and we offer a large range of built-in and optional features to help enhance your security and aid GDPR compliance:

> The self-encrypting Toshiba Secure HDD provides top level security and makes unauthorised access to the data virtually impossible.
> Card readers not only provide an extra layer of security but also give direct access to the user's print jobs. We offer a large choice of card readers with different features to ensure your needs are covered.
> By adding optional security functions the systems conform with HCD-PP v1.0 and are Common Criteria certified.
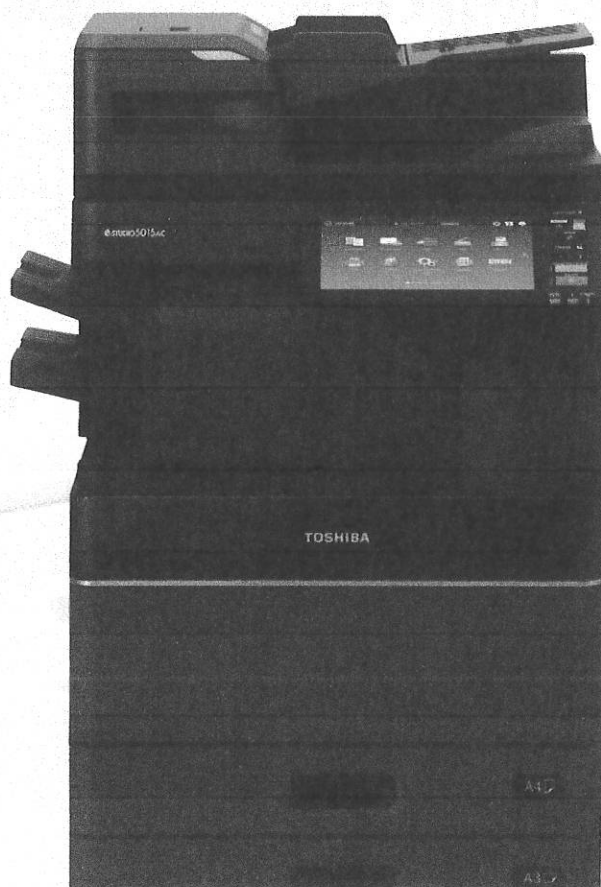
[1] Embedded app for Microsoft Office365

COMPACT AND FULLY CUSTOMISABLE

The e-STUDIO5015ac series comes with a small footprint packed with industry-leading technology and innovations. Designed to help workgroups connect, integrate and simplify processes the systems have an unparalleled set of features.

Auto Calibration ensures perfect image quality with consistent colours and crystal-clear lines from the first to the last page.

RGB Colour Substitution allows accurate colours with office applications so that your documents are printed exactly the way you want.

Multi Station Print Solution allows you to send print jobs from your desktop and retrieve them at up to 50 different MFPs by authenticating at that device, e.g. by simply swiping your badge.

Embedded Optical Character Recognition (OCR) simplifies the creation of searchable PDFs and editable document formats such as Microsoft Word.

Scan and Fax Preview allows you to review, rotate and modify your scanned documents or incoming faxes before saving or printing them.

Scan to USB is great for working with your documents when on the go. Plus, with the option to create PDF/A-2 files your documents are ready for long-term archiving.

Print from USB for quick and easy printouts. If necessary, the MFP will automatically scale your documents to fit the available paper size.
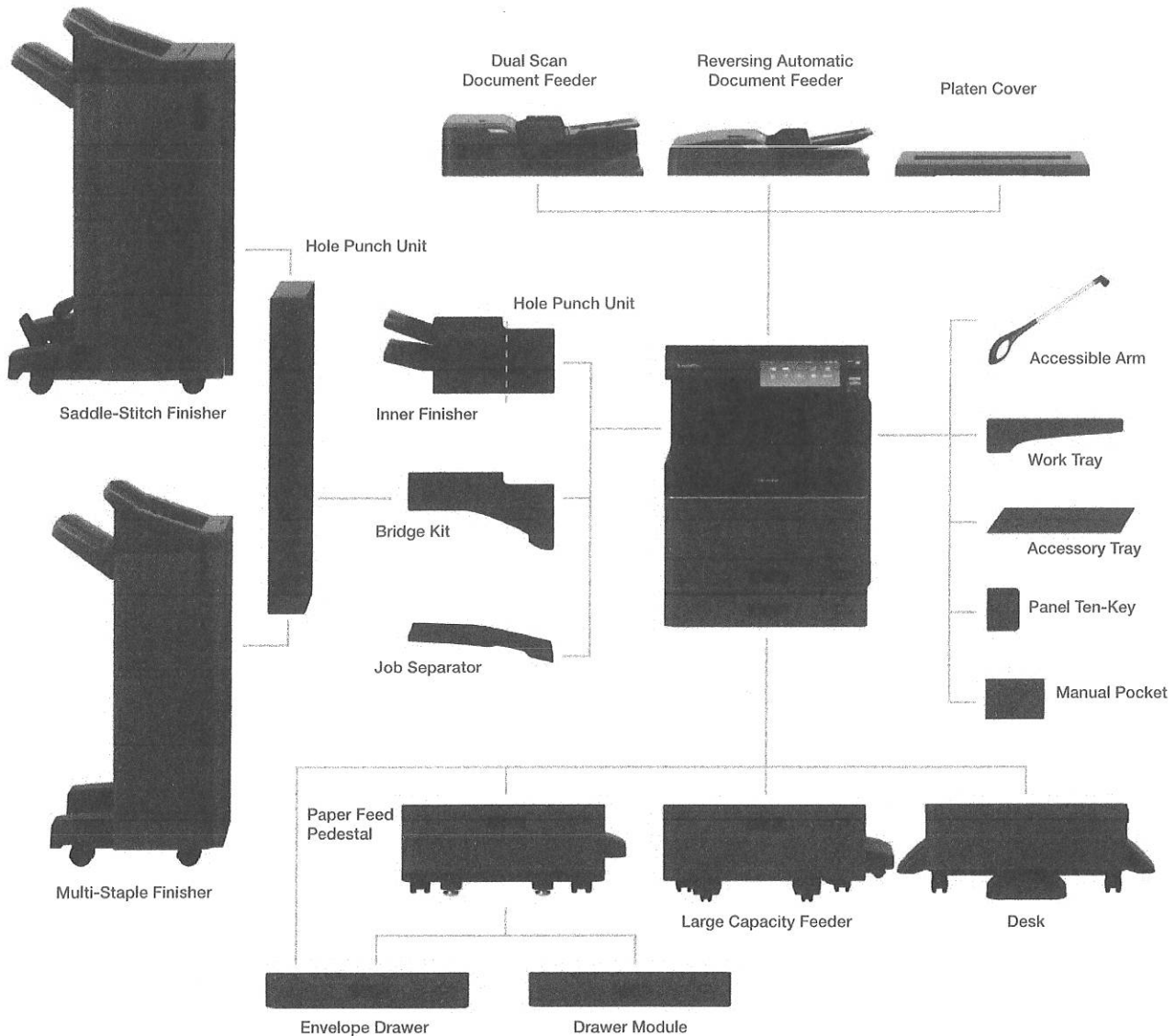
E-mail Direct Printing can automatically print attached documents from e-mails sent to the MFP.

Barcode Printing allows you to send print data from your ERP system directly to the MFP. The barcode sequence is automatically processed and printed without the need of additional middleware.

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CONFIGURATION

Dual Scan Document Feeder

Reversing Automatic Document Feeder

Platen Cover

Hole Punch Unit

Hole Punch Unit

Accessible Arm

Saddle-Stitch Finisher

Inner Finisher

Work Tray

Accessory Tray

Bridge Kit

Panel Ten-Key

Manual Pocket

Job Separator

Multi-Staple Finisher

Paper Feed Pedestal

Large Capacity Feeder

Desk

Envelope Drawer

Drawer Module

HIGHLIGHTS

Mobile Printing
Easily connect to these systems with your mobile devices via AirPrint, Google Cloud Print or the Mopria Print Service. By adding the optional Wi-Fi module you can unleash even more mobile print and scan features.

Unique User Experience
The large and fully customisable user interface makes the MFP intuitive to use. Simply swipe through the menu and select the feature or function you need and modify the screen to suit your individual preferences.

Dual Scan Document Feeder
An option which holds an amazing 300 originals and boasts an impressive 240 images per minute (ipm) by scanning both sides of the page in a single pass.

SPECIFICATIONS

General

Print & Copy Speed	25/30/35/45/50 ppm (A4) 15/16/18/22/25 ppm (A3)
Warm-up Time	Approx. 12 seconds from low power mode
Paper Size & Weight	Cassette 1: A5R-A3, 60-256 gsm Cassette 2: A5R-320 x 460 mm, 60-256 gsm Bypass: 100 x 148 mm-320 x 460 mm, 52-280 gsm, banner paper (up to 305 x 1,200 mm, 90-163 gsm)
Paper Capacity	2x 550 sheets (Cassettes), 1x 100 sheets (Bypass) Maximum 3,200 sheets
Inner Output Tray	400-sheet capacity
Automatic Duplex	A5R-305 x 457 mm, 60-256 gsm
Controller Type	Toshiba e-BRIDGE Next
Control Panel	26 cm (10.1") Multi-Touch Colour Panel
Memory	Toshiba Secure HDD 320 GB[1], 4 GB RAM
Interface	10Base-T/100Base-TX/1000Base-T, High Speed USB 2.0, WLAN[2] (IEEE802.11b/g/n), Bluetooth[2], Wi-Fi Direct[2]
Dimensions & Weight	585 x 641 x 787 mm (W x D x H), ~ 78 kg

Print

Resolution	600 x 600 dpi, 5 bit, 1,200 x 1,200 dpi, 2 bit (equiv. 3,600 x 1,200 dpi) with PostScript driver only
Page Description Language	PCL5e, PCL5c, PCL6 (PCL XL), XPS, PDF and PostScript 3 compatible
Supported Systems	Windows 10/8.1/7/Server 2008 (32/64 bit), Windows Server 2016/Server 2012 R2/Server 2012/ Server 2008 R2 (64 bit), Mac OS X 10.6.8-10.13, Linux/Unix, Citrix, Novell SLES, SAP, AS/400
Network Protocols	TCP/IP (IPv4/IPv6), IPX/SPX, EtherTalk, NetBios over TCP/IP
Colour Modes	Auto-Colour (ACS), Colour, Twin Colour, Monochrome
Colour Settings	ICC profile colour management, RGB substitution, Brightness, Saturation, Contrast, Colour Balance
Mobile Printing	e-BRIDGE Print & Capture, AirPrint, Mopria Print Service, Google Cloud Print
Print Functions	Universal Printer Driver, Driver Templates, Driver plug-ins[2], Print from USB, Hold print, Tandem printing, E-mail direct printing

Scan

Resolution	Maximum 600 x 600 dpi
Scan Speed	Reversing Automatic Document Feeder[2]: up to 73 ipm (300 dpi) in colour and monochrome Dual Scan Document Feeder[2]: up to 240 ipm (300 dpi) in colour and monochrome
Scan Modes	Auto-Colour (ACS), Colour, Greyscale, Monochrome
File Formats	JPEG, Multi/Single Page TIFF/XPS/PDF, Secure PDF, Slim PDF, PDF/A, PDF/A-2, Searchable PDF[2] (and other formats like DOCX, XLSX)[2]
Scan Functions	WS Scan, Scan to USB, Scan to E-Mail, Scan to File (SMB, FTP, FTPS, IPX/SPX, Local), Meta Scan[2], OCR scan[2], Scan to Box (e-Filing), WIA, TWAIN

Copy

Resolution	Scan: 600 x 600 dpi Print: 600 x 600 dpi, 5 bit, equiv. 2,400 x 600 dpi with smoothing (monochrome only)
First Copy Output Time	Colour: Approx. 7.8/7.8/7.8/5.7/5.7 seconds Monochrome: Approx. 5.9/5.9/5.9/4.4/4.4 seconds
Zoom	25-400% (Platen), 25-200% (RADF/DSDF)[2]
Copy Modes	Text, Text/Photo, Photo, Printed Image, Map, Image Smoothing
Colour Modes	Auto-Colour (ACS), Full Colour, Twin Colour, Mono Colour, Monochrome
Colour Settings	Hue, Saturation, Colour Balance, RGB adjustment, 5 one-touch modes
Copy Functions	Electronic Sort, Rotate Sort, ID Card Copy, Edge Erase, 2-in-1 / 4-in-1 mode

Fax[2]

Communication	Super G3, G3 - (opt. 2nd line), Internet Fax T.37
Transmission Speed	Approx. 3 seconds per page
Compression	JBIG, MMR, MR, MH
Fax Memory	1 GB Transmission/Reception
Network-Fax	Driver for Windows 10/8.1/7/Server 2008 (32/64 bit), Windows Server 2016/Server 2012 R2/Server 2012/ Server 2008 R2 (64 bit)
Incoming Fax Routing	To shared folders (SMB, FTP, IPX/SPX), E-Mail, e-Filing

System & Security

Device Management	Top Access for remote administration and configuration
System Features	e-Filing document server for secure storage, Document distribution and Print-on-Demand (1 public box, 200 user boxes), 12,060 one-touch templates for storage of personalised settings or workflows, Scan/Fax Preview, Rip-while- Print, e-BRIDGE Open Platform, Embedded Web Browser, Job Skip, PCL Barcode printing, e-BRIDGE Plus embedded apps
Accounting & Security	Role Based Access, LDAP support, 1,000 department & 10,000 user codes, Card Reader[2], Private print, Standard data encryption with Toshiba Secure HDD, Data Overwrite Enabler[2], IP and MAC address filter, Port filter, Support of SSL and IPsec[2] protocols, IEEE802.1x support, CC certified (ISO/IEC15408) with HCD-PP v1.0[2], Scan to Secure PDF, Pull-printing[2]

OPTIONS

REVERSING AUTOMATIC DOCUMENT FEEDER	100-sheet capacity, A5R-A3, 35-157 gsm
DUAL SCAN DOCUMENT FEEDER	300-sheet capacity, A5R-A3, 35-209 gsm
PAPER FEED PEDESTAL	550-sheet capacity (1 Cassette), A5R-320 x 460 mm, 60-256 gsm
DRAWER MODULE	For Paper Feed Pedestal 550-sheet capacity (1 Cassette) A5R-320 x 460 mm, 60-256 gsm
ENVELOPE DRAWER	For Paper Feed Pedestal or 2nd cassette Envelopes: 50-envelope capacity, 100 x 162 mm-240 x 380 mm, 60-85 gsm Paper: 550-sheet capacity (1 Cassette), A5R-A4R, 60-256 gsm
LARGE CAPACITY FEEDER	2,000-sheets capacity, A4, 64-105 gsm
INNER FINISHER	2 trays, 600-sheet capacity 50-sheet multi-position stapling A4R-A3, 60-105 gsm (stapling mode)
MULTI-STAPLE FINISHER	2 trays, 2,250-sheet capacity 50-sheet multi-position stapling A4R-A3, 60-105 gsm (stapling mode)
SADDLE-STITCH FINISHER	2 trays, 3,250-sheet capacity 50-sheet multi-position stapling 5-sheet centre folding Saddle-stitched booklets of up to 60 pages A4R-A3, 60-105 gsm (stapling mode)
HOLE PUNCH UNIT	Available in 2 holes (E), 4 holes (F)

PLATEN COVER

DESK

JOB SEPARATOR

FAX BOARD

WIRELESS LAN / BLUETOOTH MODULE (incl. Wi-Fi Direct)

e-BRIDGE ID-GATE

HARD DISK DRIVE 320 GB[1]

ACCESSORY TRAY

PANEL TEN-KEY OPTION

WORK TRAY

DATA OVERWRITE ENABLER

IPsec ENABLER

EMBEDDED OCR ENABLER

MULTI STATION PRINT ENABLER

HARD COPY SECURITY KIT

META SCAN ENABLER

UNICODE FONT ENABLER

ACCESSIBLE ARM

ENERGY STAR   AirPrint   Windows Server 2016 Certified

CITRIX ready   Bluetooth   Wi Fi CERTIFIED   mopria

[1] 1 GB = 1 billion bytes; the actual formatted capacity is less. Available capacity will also be less if software applications are pre-installed.

[2] Optional

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About Toshiba TEC UK

Toshiba TEC UK Imaging Systems LTD is part of the globally operating Toshiba TEC Corporation, active in various high-tech industrial sectors.

Toshiba TEC Corporation is a leading provider of information technology, operating across multiple industries. With headquarters in Japan and over 80 subsidiaries worldwide, Toshiba TEC Corporation helps organisations transform the way they create, record, share, manage and display information.

For more information please contact us:

TOSHIBA TEC UK IMAGING SYSTEMS LTD
Abbey Cloisters, Abbey Green, Chertsey, Surrey KT16 8RB

Telephone
+44 (0)843 2244944

Email
info@toshibatec.co.uk

Website
www.toshibatec.co.uk

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TOSHIBA
Leading Innovation >>>

e-STUDIO2505AC
e-STUDIO3005AC
e-STUDIO3505AC
# e-STUDIO4505AC
e-STUDIO5005AC

Product brochure

> Toshiba's state-of-the-art multifunction A3 colour systems, with impressive features for outstanding document output at speeds of up to 50 ppm.

> The tablet style user interface not only makes the systems intuitive to use, it can also be customised according to business requirements.

> Designed for modern office environments the e-STUDIO5005AC series is ready for mobile printing.
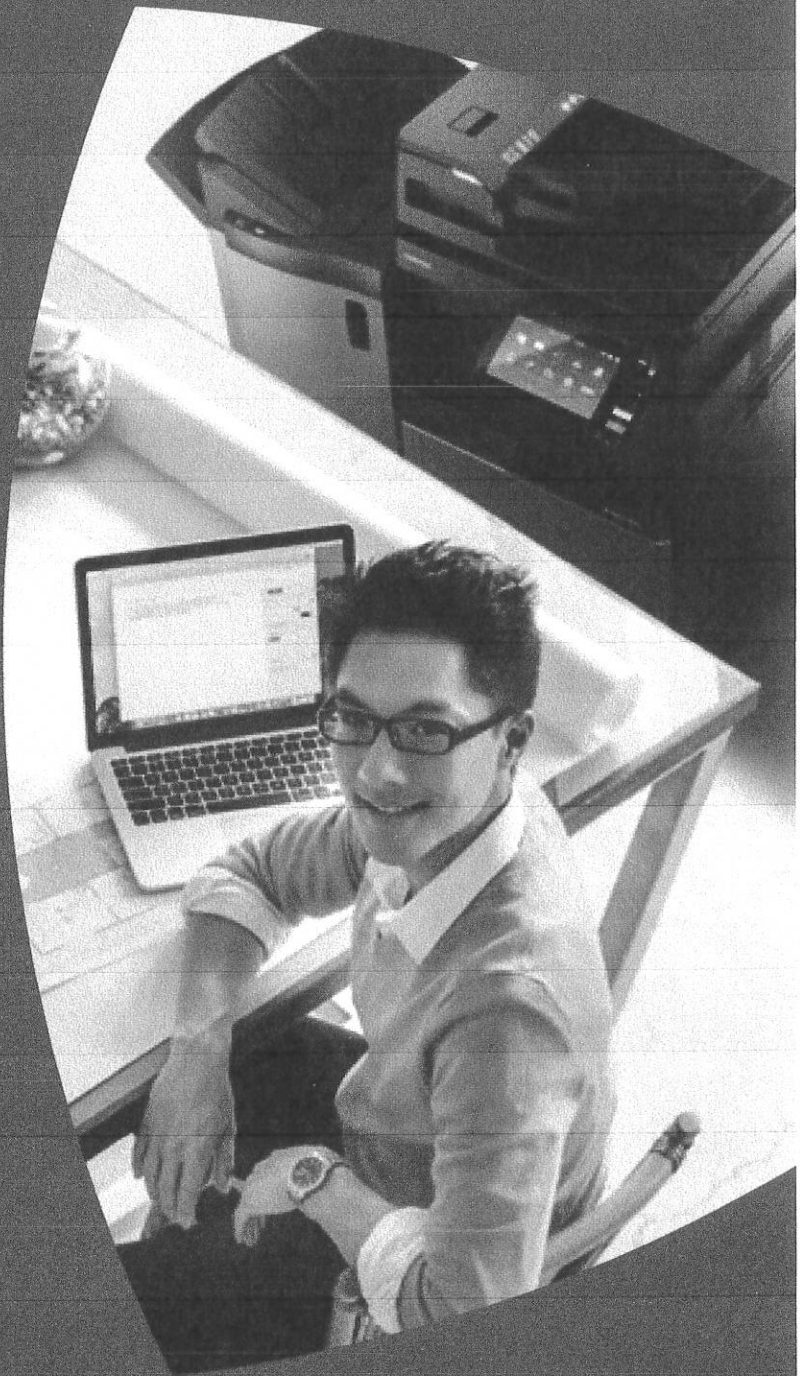
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TOGETHER INFORMATION

CONNECT. INTEGRATE. SIMPLIFY.

Technology for every office, delivering advanced functionality, ease of use and peace of mind.
Every industry has unique workflow needs. Toshiba has developed customisable MFPs to make your job easier. Intuitive and smartly integrated, our products simplify complex tasks and give you control while providing the reliability Toshiba is known for.

Toshiba's latest series delivers on our promise of Together Information – our commitment to collaborate with clients in order to provide tailored, cost-effective solutions to meet specific print, document management and content needs while helping you to meet your green objectives.

Colour commands attention. Technology makes it possible.
It's important that an MFP is powerful, reliable, and efficient. Combine this with brilliant colours and you have even more ways to make your documents impactful.

> Advanced Toshiba e-BRIDGE controller technology for high-quality document output in colour and monochrome
> RGB substitution allows accurate colours with office applications
> Auto-calibration ensures consistency of colour across small and large print jobs

Simple, smart and stylish.
A new 9" tablet-style touch screen with an embedded web browser is easy to use and customisable to meet your needs. And, it is part of the bold new look being introduced across the new e-STUDIO series.
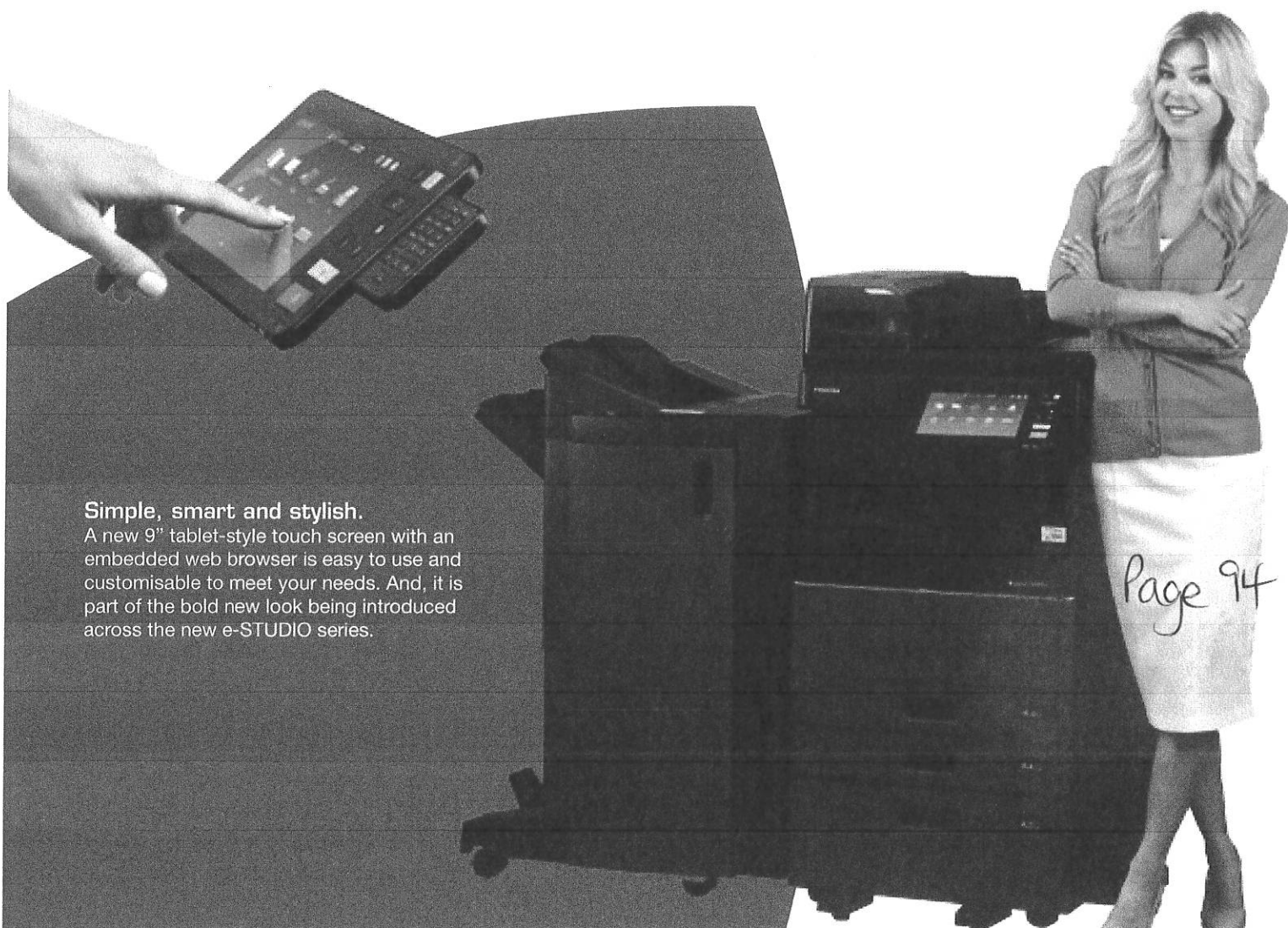
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TOSHIBA TECHNOLOGY NEVER LOOKED BETTER.

Keeping medium to large workgroups in mind, the e-STUDIO5005AC series is easily integrated, customisable and solutions ready, with its open platform architecture.

Flexible integration with third-party solutions applications, an embedded web browser brings the workflow to one location.

Toshiba's exclusive e-BRIDGE Print & Capture application enables you to use your mobile device to take advantage of the broad feature set of our MFPs — whether in the office or on the go.

The universal driver provides fast and easy connectivity and works on all Toshiba e-BRIDGE models. You can choose from a variety of time-saving, function-adding plug-ins that enable productivity from the driver. For instance:

> e-BRIDGE Job Point
  Quickly split up large jobs with up to 10 Toshiba MFPs
> e-BRIDGE Job Replicator
  Use multi-part form replacement (3 prints)
> e-BRIDGE Job Separator
  Perform batch printing easily using any Microsoft Office programme
> e-BRIDGE Job Build
  Conveniently print different document types all together as a single job

Industry-Leading Security
Along with all of the new and innovative Toshiba technologies, we ensure that the security of your business is a priority.

> The self-encrypting Toshiba Secure HDD provides top level security
> By adding optional security functions the systems become compliant with IEEE2600.1 and meet the EAL3 Common Criteria requirements
> IPsec is available to securely encrypt data sent to and from the MFP

World-Leading Environmental Standards
Our innovative approach makes certain that our environment is part of the equation.

> RoHS compliant; use of recycled plastics and a low-power Super Sleep Mode to save resources
> Being ENERGY STAR Tier 2 compliant means the systems meet the latest, most stringent environmental requirements

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COMPACT, STYLISH AND FULLY CUSTOMISABLE

The e-STUDIO5005AC series is packed with industry-leading technology and innovations designed to help workgroups connect, integrate and simplify all within a compact footprint.

Dual Scan Document Feeder is an option which holds an amazing 300 originals and boasts an impressive 240 images per minute (ipm) by scanning both sides of the page in a single pass.

Multi Station Print Solution* allows you to send print jobs from your desktop and retrieve them at any convenient MFP by authenticating at that device, e.g. by simply swiping an ID card.

Print Around eliminates printing bottlenecks by allowing other print jobs to go around one job that's held-up due to requiring a specific paper size or type.

**Job Reservation** will queue up multiple copy or print jobs so users can send jobs whenever.

Embedded Optical Character Recognition* (OCR) simplifies the creation of searchable PDFs or prepares for editable document formats such as Microsoft Word.

Saddle/Fold Capabilities offer saddle-stitch finishing and the option to fold without stapling.

Large Paper Formats from the Cassette provide the ability to also print SRA3 and upto a maximum size of 320 x 460 mm.

Scan to and Print from USB lets you print straight from your USB drive or scan documents to it.
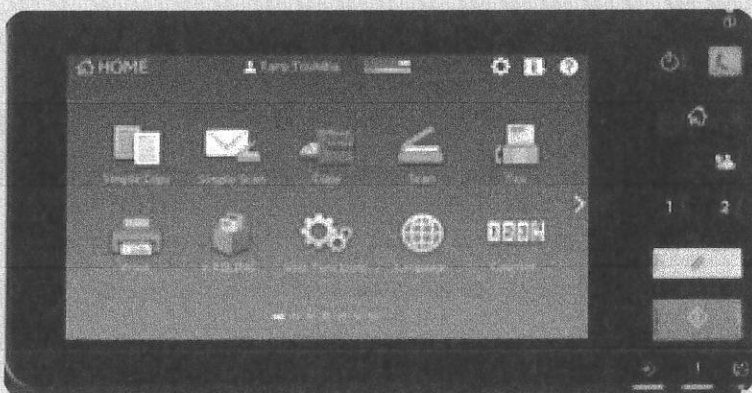
Mobile Printing connects these systems with your mobile devices via AirPrint, Google Cloud Print or the Mopria Print Service.
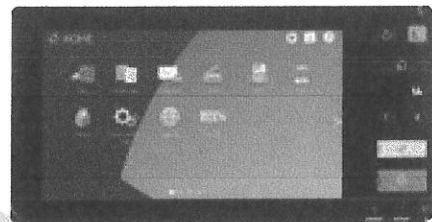
Customised to display up to 18 icons per page and with a different background

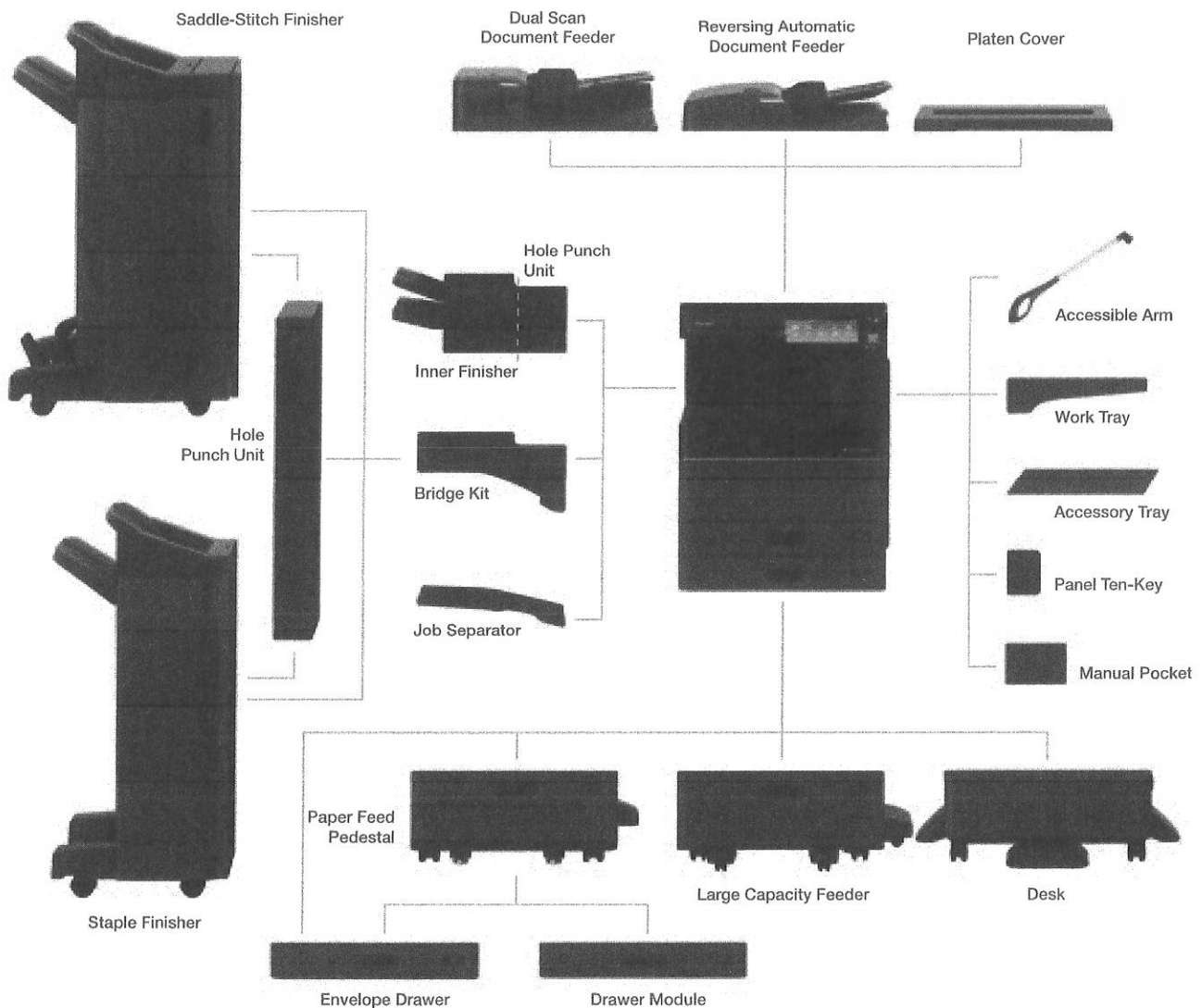Display icons as buttons to easily access functions or start workflows.

With a large touch screen document handling has never been easier. Size and order of icons as well as the background image can be customised. Enjoy the unique experience of working with a system that understands what you want.

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*Optional

CONFIGURATION

Saddle-Stitch Finisher

Dual Scan Document Feeder

Reversing Automatic Document Feeder

Platen Cover

Hole Punch Unit

Accessible Arm

Inner Finisher

Work Tray

Hole Punch Unit

Accessory Tray

Bridge Kit

Panel Ten-Key

Job Separator

Manual Pocket

Paper Feed Pedestal

Large Capacity Feeder

Desk

Staple Finisher

Envelope Drawer

Drawer Module

HIGHLIGHTS

Advanced e-BRIDGE Technology
Toshiba's next-generation e-BRIDGE architecture features an embedded web browser, 4 GB RAM and the Toshiba secure hard disk drive enabling the MFP to easily drive Toshiba's internally developed solutions as well as third-party applications.

Embedded Apps
The optional e-BRIDGE Plus connectors for Microsoft OneDrive, Google Drive and Dropbox let you send your documents directly to or print from these cloud services via the MFP.

Card Readers
A choice of optional card readers not only gives you fast and convenient access to your print jobs but also increases data security.

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SPECIFICATIONS

General

Print & Copy Speed	25/30/35/45/50 ppm (A4) 15/16/18/22/25 ppm (A3)
Warm-up Time	Approx. 12 seconds from low power mode
Paper Size & Weight	Cassette 1: A5R-A3, 60-256 gsm Cassette 2: A5R-320 x 460 mm, 60-256 gsm Bypass: 100 x 148 mm-320 x 460 mm, 52-280 gsm, banner paper (up to 305 x 1,200 mm, 90-163 gsm)
Paper Capacity	2x 550 sheets (Cassettes), 1x 100 sheets (Bypass) Maximum 3,200 sheets
Inner Output Tray	400-sheet capacity
Automatic Duplex	A5R-A3, 60-256 gsm
Controller Type	Toshiba e-BRIDGE
Control Panel	22.8 cm (9") Multi-Touch Colour Panel
Memory	Toshiba Secure HDD 320 GB[1], 4 GB RAM
Interface	10Base-T/100Base-TX/1000Base-T, High Speed USB 2.0, WLAN[2] (IEEE802.11b/g/n), Bluetooth[2], WiFi Direct[2]
Dimensions & Weight	585 x 640 x 787 mm (W x D x H), ~ 75.5 kg

Print

Resolution	600 x 600 dpi, 1,200 x 1,200 dpi (2 bit, PostScript driver only), 3,600 x 1,200 dpi with smoothing (PostScript driver only, monochrome)
Page Description Language	PCL5e, PCL5c, PCL6 (PCL XL), XPS and PostScript 3 compatible
Supported Systems	Windows 10/8/7/Vista/Server 2008 (32/64 bit), Windows Server 2012/Server 2008 R2 (64 bit), Mac OS X 10.6.8-10.11, Linux/Unix, Citrix, Novell NetWare (NDPS), SAP, AS/400
Network Protocols	TCP/IP (IPv4/IPv6), IPX/SPX, EtherTalk, NetBios over TCP/IP
Colour Modes	Auto-Colour (ACS), Colour, Twin Colour, Monochrome
Colour Settings	ICC profile colour management, RGB substitution, Brightness, Saturation, Contrast, Colour Balance
Mobile Printing	e-BRIDGE Print & Capture, AirPrint, Mopria Print Service, Google Cloud Print
Print Functions	Universal Printer Driver, Driver Templates, Driver plug-ins[2], Print from USB, Hold print, Tandem printing

Scan

Resolution	Maximum 600 x 600 dpi
Scan Speed	Reversing Automatic Document Feeder[2]: up to 73 ipm (300 dpi) in colour and monochrome Dual Scan Document Feeder[2]: up to 240 ipm (300 dpi) in colour and monochrome
Scan Modes	Auto-Colour (ACS), Colour, Greyscale, Monochrome
File Formats	JPEG, Multi/Single Page TIFF/XPS/PDF, Secure PDF, Slim PDF, PDF/A, Searchable PDF[2] (and other formats like DOCX, XLSX, RTF, TXT)[2]
Scan Functions	WS Scan, Scan to USB, Scan to E-Mail, Scan to File (SMB, FTP, FTPS, IPX/SPX, Local), Meta Scan[2], OCR scan[2], Scan to Box (e-Filing), WIA, TWAIN

Copy

Resolution	Scan: 600 x 600 dpi Print: 600 x 600 dpi, 2,400 x 600 dpi with smoothing
First Copy Output Time	Colour: Approx. 7.8/7.8/7.8/5.7/5.7 seconds Monochrome: Approx. 5.9/5.9/5.9/4.4/4.4 seconds
Zoom	25-400% (Platen), 25-200% (RADF/DSDF)[2]
Copy Modes	Text, Text/Photo, Photo, Printed Image, Map, Image Smoothing
Colour Modes	Auto-Colour (ACS), Full Colour, Twin Colour, Mono Colour, Monochrome
Colour Settings	Hue, Saturation, Colour Balance, RGB adjustment 5 one-touch modes
Copy Functions	Electronic Sort, Rotate Sort, ID Card Copy, Edge Erase, 2-in-1 / 4-in-1 mode

Fax[2]

Communication	Super G3, G3 - (opt. 2nd line), Internet Fax T.37
Transmission Speed	Approx. 3 seconds per page
Compression	JBIG, MMR, MR, MH
Fax Memory	1 GB Transmission/Reception
Network-Fax	Driver for Windows 10/8/7/Vista/Server 2008 (32/64 bit), Server 2012/Server 2008 R2 (64 bit)
Incoming Fax Routing	To shared folders (SMB, FTP, IPX/SPX), E-Mail, e-Filing

System & Security

Device Management	e-BRIDGE Fleet Management System[2], Top Access for remote administration and configuration
System Features	e-Filing document server for secure storage, Document distribution and Print-on-Demand (1 public box, 200 user boxes), 12,060 one-touch templates for storage of personalised settings or workflows, Scan/Fax Preview, Rip-while-Print, e-BRIDGE Open Platform[2], Embedded Web Browser, Job Skip
Accounting & Security	Role Based Access, LDAP support, 1,000 department & 10,000 user codes, Card Reader[2], Private print, Standard data encryption with Toshiba Secure HDD, Data Overwrite Enabler[2], IP and MAC address filter, Port filter, Support of SSL and IPsec[2] protocols, IEEE802.1x support, IEEE2600.1 compliant[2], Scan to Secure PDF

OPTIONS

REVERSING AUTOMATIC DOCUMENT FEEDER	100-sheet capacity, A5R-A3, 35-157 gsm
DUAL SCAN DOCUMENT FEEDER	300-sheet capacity, A5R-A3, 35-209 gsm
PAPER FEED PEDESTAL	550-sheet capacity (1 Cassette), A5R-320 x 460 mm, 60-256 gsm
DRAWER MODULE	For Paper Feed Pedestal 550-sheet capacity (1 Cassette) A5R-320 x 460 mm, 60-256 gsm
ENVELOPE DRAWER	For Paper Feed Pedestal or 2nd cassette Envelopes: 50-envelope capacity, 100 x 162 mm-240 x 380 mm, 60-85 gsm Paper: 550-sheet capacity (1 Cassette), A5R-A4R, 60-256 gsm
LARGE CAPACITY FEEDER	2,000-sheets capacity, A4, 64-105 gsm
INNER FINISHER	2 trays, 600-sheet capacity 50-sheet multi-position stapling A4R-A3, 64-105 gsm (stapling mode)
MULTI-STAPLE FINISHER	2 trays, 2,250-sheet capacity 50-sheet multi-position stapling A4R-A3, 60-105 gsm (stapling mode)
SADDLE-STITCH FINISHER	2 trays, 3,250-sheet capacity 50-sheet multi-position stapling 5-sheet center folding Saddle-stitched booklets of up to 60 pages A4R-A3, 60-105 gsm (stapling mode)
HOLE PUNCH UNIT	Available in 2 holes (E), 4 holes (F)

PLATEN COVER

DESK

JOB SEPARATOR

FAX BOARD

WIRELESS LAN / BLUETOOTH MODULE (incl. WiFi Direct)

e-BRIDGE ID-GATE

ACCESSORY TRAY

PANEL TEN-KEY OPTION

WORK TRAY

DATA OVERWRITE ENABLER

IPsec ENABLER

EMBEDDED OCR ENABLER

MULTI STATION PRINT ENABLER

HARD COPY SECURITY KIT

META SCAN ENABLER

UNICODE FONT ENABLER

e-BRIDGE RE-RITE

ACCESSIBLE ARM

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About Toshiba TEC

Toshiba TEC UK Imaging Systems LTD is part of the globally operating Toshiba TEC Corporation, active in various high-tech industrial sectors.

Toshiba TEC Corporation is a leading provider of information technology, operating across multiple industries. With headquarters in Japan and over 80 subsidiaries worldwide, Toshiba TEC Corporation helps organisations transform the way they create, record, share, manage and display information.

For more information please contact us:

TOSHIBA TEC UK IMAGING SYSTEMS LTD
Abbey Cloisters, Abbey Green, Chertsey, Surrey KT16 8RB

Telephone
+44 (0)843 2244944

Email
info@toshibatec.co.uk

Website
www.toshibatec.co.uk

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Mixed Sources
Product group from well-managed forests and other controlled sources
www.fsc.org   Cert no. TT-COC-002143
©1996 Forest Stewardship Council

Jav.66363.0615

Whitehaven Town Council

From:	Mitou Miah <Mitou.Miah@pb.com>
Sent:	18 March 2021 16:22
To:	Whitehaven Town Council
Subject:	FAO Marlene- HP Printer/Copier Proposal (Pitney Bowes)
Attachments:	HP E77422DV Brochure.pdf

Importance: High

Hi Marlene

Thank you for your enquiry regarding the printer/copier ☺

I am delighted to propose our HP E77422DV based on your requirements. We currently have an amazing promotion running where the first 3 months is FREE on our lease offering.

My recommendation is absolutely suited to your needs as is has all the functionalities you require and I have provided you with different leasing/ purchase options. It is a world class product, truly 'best in class', environmentally friendly and is ideal for your current needs but also very future proof should your needs change.

Pitney Bowes are the official partner of Samsung/HP and the market leader for mailroom solutions, all equipment is brand new with the highest level of service in the market. Everything is under one umbrella and direct with no 3rd party involvement ☺

We also offer an <u>optional service package</u> with the machine which is called cost per copy (optional). This is an optional service plan where all toner/inks along with all-inclusive service and maintenance cover are included (all parts, labour, engineer call outs & brand new replacement machines).

Please see new device/cost information below – based on the information provided (Brochure is attached along with formal proposal attachment)

Pitney Bowes will provide the finance – no 3rd party lenders

There are NO UPFRONT COSTS – delivery and installation included

Meeting your requirements:

1. A fully functioning machine with an all inclusive maintenance plan.
2. This will give you the latest technology with modern day equivalents and increased specification to maximize your productivity.
3. Excellent printing quality with printing speeds
4. The new printer will help you achieve all your business objectives with the printing technology and the most cost effective running costs.
5. Pitney Bowes provide all finance for new customers
6. Service costs remain fixed for the contract duration – no increases

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New HP Laser Jet Colour E77422DV

Specifications

- **22 Pages per Minute (Colour/Mono)**
  A3/A4/A5 Freestanding machine
- Colour Touch-Panel Screen
- USB/Network Ready
- Full Colour Network Printing
- Duplex, Network
- Print, Scan, Copy
- 2 GB Standard Memory
- 2 Paper Trays & Cabinet

3 year (paid by direct debit) (1st Quarter Free)
£65 + VAT per Month
PB Inclusive Service cover included

5 year (paid by direct debit) (1st Quarter Free)
£45 + VAT per Month
PB Inclusive Service cover included

OR you can...

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Purchase
£1910 + VAT outright (Normally this machine is £8,271 so a HUGE discount has been applied)

Please note for the purchase option, NO payments are needed now- after the machine has been delivered and installed would you then receive the invoice which you would have 30 days to pay

Service Solution

The Pitney Bowes service and care package provided offers the following benefits:
- Full customer support
- All emergency call outs
- All spare parts as required
- Toner inclusive
- Delivery, installation and connection
- No Minimum Billing – Just pay as you print

Cost per copy plan (optional)

Billed on a monthly basis **prices are fixed @ £0.003 per mono print and £0.035p per colour print** – Includes all Inclusive Service & Maintenance, parts, callouts and TONER - Fixed for agreement term and available on purchase option too.

*example – 1000 mono prints @ £0.003 = £3.00

If you can make a decision by the 24th March 2021- we can also offer some extra freebies if you decide to move forward with us

1. 1st Quarter free on all machines if you opt for 5 year lease (payment deferred)
2. 5 Boxes of Paper (25 reams)
3. Free Engineer Installation & Training

I look forward to hearing from you ☺

Kind Regards,

Mitou Miah

Client Manager & Competitive Specialist UK & ROI

T +44 (0)333 999 4359

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3

F +44 (0)333 999 4304
mitou.miah@pb.com
pitneybowes.com/uk [pitneybowes.com]

Pitney Bowes Limited
Langlands House
130 Sandringham Avenue
Harlow
CM19 5QA

pitney bowes

my **Linked** in profile [linkedin.com]

[pitneybowes.com]

Package Tracking	**E - Invoicing**	**Folding/ Inserting**
Visitor Tracking	**Print Management**	**Mailing Auditing**
Asset Management	**Document Archiving**	**Document Integrity**

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Data sheet

HP Color LaserJet Managed MFP E77422-E77428 series

Premium color value, maximum uptime, and the strongest security[1] from a streamlined MFP.

HP Managed MFPs and printers are optimized for managed environments. Offering increased monthly page volumes and fewer interventions, this portfolio of products can help reduce printing and copying costs. See your HP Authorized Reseller for details.

HP Color LaserJet Managed MFP E77422dn

HP Color LaserJet Managed MFP E77428dn

Big color. Small cost.

- Print premium, professional-quality documents with vivid color images and graphics for a low cost.
- Get consistent, professional quality and performance you count on with Original HP toner cartridges and drums.

Minimal interruptions. Maximum uptime.

- Avoid interruptions with an HP LaserJet Managed MFP designed to be streamlined for maximum productivity.
- Tailor this MFP to the needs of your business with a wide range of paper-handling accessories.
- Scan files directly to Microsoft® Office and SharePoint, plus email, USB, and network folders.[2]

The world's most secure printing[1]

- Each printer in your fleet checks its operating code and repairs itself from attacks.
- Your printer's outgoing network connections are inspected to stop suspicious requests and thwart malware.
- Memory activity is monitored to continually detect and stop attacks.
- Firmware is automatically checked during startup to determine if it's authentic code—digitally signed by HP.

[1] Based on HP review of 2018 published security features of competitive in-class printers. Only HP offers a combination of security features that can monitor to detect and automatically stop an attack then self-validate software integrity in a reboot. For a list of printers, visit hp.com/go/PrintersThatProtect. For more information: hp.com/go/printersecurityclaims.
[2] Requires an internet connection to the printer. Services may require registration. App availability varies by country, language, and agreements. For details, see http://hpconnected.com.
[3] Measured using ISO/IEC 24734, excludes first set of test documents. For more information, see hp.com/go/printerclaims. Exact speed varies depending on the system configuration, software application, driver, and document complexity.
[4] HP Web Jetadmin is available for download at no additional charge at hp.com/go/webjetadmin.

Product walkaround

1. Hardware Integration Pocket[1] (for connecting accessory and third-party devices)
2. Easy-access USB port[2]
3. 500-sheet output bin
4. Front door (access to toner cartridges and imaging drums)
5. Slot for cable-type security lock, 2 Hi-Speed USB 2.0 Host ports, Hi-Speed USB 2.0 device port, Gigabit Ethernet port
6. 100-sheet automatic document feeder (ADF) with reverse duplex copying and scanning
7. Flatbed scanner supports media sizes up to 11 x 17 inches (A3)
8. 8.0-inch (20.3 cm) color touchscreen
9. Right door (access to the print path)
10. 100-sheet multipurpose tray 1 supports media sizes up to 11 x 17 inches (A3)
11. Automatic two-sided printing
12. 520-sheet trays 2, 3 support media sizes up to 11 x 17 inches (A3)

Series at a glance

Model	HP Color LaserJet Managed MFP E77422dn	HP Color LaserJet Managed MFP E77428dn
Functions	Print, copy, scan, optional fax (both models)	
Print speed (letter and A4, black and color)[3]	Up to 22 pages per minute (ppm)	Up to 28 ppm
Automatic two-sided printing	√	
Scan speed (black and color)[4]	Simplex: Up to 45/46 ppm (letter/A4) Duplex: Up to 19 images per minute (ipm) (letter and A4)	Simplex: Up to 45/47 ppm (letter/A4) Duplex: Up to 19 images per minute (ipm) (letter and A4)
Scanning	100-sheet ADF with reverse duplex scanning (both models)	
100-sheet multipurpose tray 1, 520-sheet tray 2, 520-sheet tray 3	√	
Optional 2x520-sheet paper tray and stand	√	
Optional 500-sheet inner finisher	√	
Input capacity	1,140/2,180 sheets (standard/maximum[5]) (both models)	
Control panel	8.0-inch (20.3 cm) color touchscreen (both models)	
RMPV[6]	Up to 20,000 pages (both models)	
Managed Cartridge yields[7]	Black: ~25,000 pages; Color: ~20,000 pages (both models)	
Optional wireless networking[8]/NFC touch-to-print/BLE[9]	√	

[1] Solutions deployed through the Hardware Integration Pocket (HIP) may require additional purchase.
[2] An administrator must enable the easy-access USB port before use.
[3] Measured using ISO/IEC 24734, excludes first set of test documents. For more information, see hp.com/go/printerclaims. Exact speed varies depending on the system configuration, software application, driver, and document complexity.
[4] Scan speed measured from ADF at default 300 dpi (black-and-white, grayscale, and color). Actual processing speeds may vary depending on scan resolution, network conditions, computer performance, and application software.
[5] Selection of optional paper-handling accessories required to reach maximum input capacity.
[6] Recommended Monthly Page Volume (RMPV): HP recommends that the number of printed pages per month be within the stated range for optimum device performance, based on factors including supplies replacement intervals and device life over an extended warranty period.
[7] Average black declared yields based on ISO/IEC 19752 and continuous printing. Average color composite (C/M/Y) declared yields based on ISO/IEC 19798 and continuous printing. Actual yields vary considerably based on images printed and other factors. HP Managed Cartridges are not included in printer purchase; purchase separately. For details, see hp.com/go/learnaboutsupplies.
[8] The E77422/28 series models can add wireless networking with selection of the optional HP Jetdirect 2900nw Print Server (J8031A). If selected, you cannot also select the HP Jetdirect 3100w BLE/NFC/Wireless Accessory (3JN69A). Wireless performance is dependent on physical environment and distance from access point and may be limited during active VPN connections.
[9] Bluetooth® and NFC touch-to-print capabilities are optional and can be added to the E77422/28 series models by selecting the optional HP Jetdirect 3100w BLE/NFC/Wireless Accessory (3JN69A). If selected, you cannot also select the HP Jetdirect 2900nw Print Server (J8031A). Mobile device must support Near-Field Communication (NFC)-enabled printing. For more information, see hp.com/go/businessmobileprinting. Bluetooth is a trademark owned by its proprietor and used by HP Inc. under license.

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Whitehaven Town Council

From:	Cassie Briggs <cassie.briggs@xbmltd.com>
Sent:	17 March 2021 11:18
To:	Whitehaven Town Council
Subject:	A3 A4 Quote
Attachments:	A3 A4 Quote Whitehaven Town Council.pdf

Good Morning Marlene

Please find attached a copy of the A3 A4 copier printer device as you requested. I have added both new and Refurbished options on there for you to look over.

Let me know your thoughts

Kind Regards

Cassie Briggs
Business Development Manager

**Photocopiers Supplier
of the Year - UK**

Head Office:	0113 2533342
Newcastle:	0191 2736966
Birmingham:	0121 3140320
Manchester:	0161 8265355

CORONAVIRUS PROTECT YOURSELF & OTHERS **COVID19 Aware...**

XBM has put strict measures in place following the governments guidelines to make sure our staff and customers are protected from the spread of Corona Virus.

Twitter

Facebook

www.xbmltd.com | www.photocopiers-manchester.com | www.photocopiers-newcastle.com | www.photocopiers-wakefield.com | www.photocopiers-durham.com | www.photocopiers-bradford.com | www.photocopiers-sunderland.com | www.photocopiers-leeds.com

SHARP RICOH EPSON *DEVELOP*
EXCEED YOUR VISION

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xbm

MFD Quote

For

Whitehaven Town Council

17 March 2021

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About Us

XBM is a specialist provider of **print and photocopier solutions** for all types of businesses and professions which include private, public and corporate sectors across the UK.

With over **25 years experience** working with print customers, XBM is a leading independent print management company with a mission **"To be the most successful, customer focused and forward thinking Xerox and Sharp reseller in the UK"**

We have significant experience in providing 'cradle to grave' print solutions along with providing a complete financial package. This can include a single photocopier lease or purchase through to the supply and funding of an **entire multi function device, bespoke solution** including desk top and remote **software** solutions, p-counter and project management.

What We Do?

We offer the full range of **Sharp** products from simple desktop laser printer through to workgroup production devices delivering key document production for departments and key functions within the business. In addition we offer a full suite of software solutions to support the **document lifecycle process** from scanning and forms production through to document storage and retrieval systems.

Although we **exclusively** supply and service Sharp equipment we are aware that the best fit for a particular solution may be by **another manufacturer**, software or service provider. We are therefore happy to source and provide other equipment when needed.

Our **service support** is structured to provide service on a host of other manufacturer's equipment. We are able to provide a true open and unbiased technology and service solution which we deliver to the highest possible standard.

- Our proven document outsourcing and services can help transform your enterprise and lower costs.
- Optimise your office printing environment to improve productivity and reduce costs.
- Derive maximum value from your document management processes.
- Cut the complexity of customer account management with an agile, digital approach.
- Streamline your business processes for immediate access to your financial information.
- Digitise and manage documents for fast access to business-critical information.

SHARP   RICOH

EPSON
EXCEED YOUR VISION

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Why choose XBM?

COVID19 Aware...

CORONAVIRUS
PROTECT YOURSELF & OTHERS

XBM has put strict measures in place following the governments guidelines to make sure our staff and customers are protected from the spread of Corona Virus.

We have adapted our engineers to do the following...

- Sales people can demo devices and do meetings via video calls
- Work will be allocated to engineers via the phone, reducing the need to come into the office
- If engineers need to collect parts, they will have time slots to avoid unnecessary contact with others
- Installs can be done remotely via splashtop remote software.
- Machines will be wiped down before and after being worked on
- Job completion sheets all done electronically to reduce spread via paperwork
- We have video tutorial content on our website to allow people to receive help without us visiting site

All of this has been put in place so XBM can continue its unbeatable pricing and service delivery.

Where we cover?

XBM has national coverage with our Head Office in Leeds, with offices in North East, North West and The Midlands.

We work to 4 hour call outs and only use manufacturer's parts and toners and have a strict no tolerance policy to compatible parts.

Price Promise - FREE Machine!

XBM knows most of our deals are unbeatable, however, if you find a 'like for like' quote that is better than ours, let us know! If XBM cannot beat it, we will give you the machine for FREE!

Customer Requirements

Option 1 –Refurbished Sharp MX2614N (Full Warranty as Brand New)

MX2614N - High Spec Colour MFD allows you to print at 26pm B&W and 26ppm Colour.

Machine Spec

- ↘ High Spec Colour Multifunctional Device
- ↘ 26ppm Colour/26ppm B&W
- ↘ 2 Trays
- ↘ 3GB Memory/160GB HDD
- ↘ Networked
- ↘ Auto Doc Feeder
- ↘ Duplex Print/Scan
- ↘ 10.1" Finger Swipe Touch Screen (Like Ipad)
- ↘ Print/Copy/Scan (Scan to Network & Email)
- ↘ Sort/Collate
- ↘ A4 & A3
- ↘ 1200 x 1200 dpi

Pricing		Maintenance Costs	
3 year @ £29 per month + VAT		B&W Per Print	0.004
5 year @ £19 per month + VAT		Colour Per Print	0.04

Or

Purchase Outright @ £999 + VAT

Includes

Delivery, Install and Staff Training FREE!

All Toner, Parts, Labour and Call outs FREE!

Option 2 – Refurbished Sharp MX4140N (Full Warranty as Brand New)

MX4140N - High Spec Colour MFD allows you to print at 41pm B&W and 41ppm Colour.

Machine Spec
- ↘ High Spec Colour Multifunctional Device
- ↘ 41ppm Colour/41ppm B&W
- ↘ 2 Trays / A3/A4/A5
- ↘ 4GB Memory/320GB HDD
- ↘ Networked
- ↘ Auto Doc Feeder/1200 x 1200 dpi
- ↘ Duplex Print/Scan
- ↘ 10.1" Finger Swipe Touch Screen (Like Ipad)
- ↘ Print/Copy/Scan (Scan to Network & Email)
- ↘ Sort/Collate
- ↘ Wifi
- ↘ PS

Pricing

3 year @ £37 per month + VAT

5 year @ £24 per month + VAT

Maintenance Costs

B&W Per Print	0.0035
Colour Per Print	0.035

Or

Purchase Outright @ £1,100 + VAT

Includes

Delivery, Install and Staff Training FREE!

All Toner, Parts, Labour and Call outs FREE!

Option 3 – Brand New Epson WF-878RDTW

WF-878RDTWF - High Spec Colour MFD allows you to print at 20 ppm B&W and 20 ppm Colour.

Machine Spec
- High Spec Colour Multifunctional Device
- World's First Business Inkjet
- 20ppm Mono (Settings Dependant)
- 20ppm Colour (Settings Dependant)
- 60 Sheet Auto Doc Feeder
- 2 Trays + Bypass
- Networked/ Sort/Collate
- Duplex Print/Scan
- Print/Copy/Scan (Scan to Network & Email)/Fax
- A3/A5/A4
- 600 x 600dpi to 1200 x 4800dpi
- Up to 80,000 pages per ink set
- Use 80% less Power Consumption than laser printers
- Wifi / Wifi Direct / Airprint
- Postscript
- Photo Printing
- 3.5 times Increase Productivity
- 99% reduction on waste

Pricing

3 year @ £68 per month + VAT

5 year @ £43 per month + VAT

Maintenance Costs

B&W Per Print	0.003
Colour Per Print	0.03

Or

Purchase Outright @ £2,050 + VAT

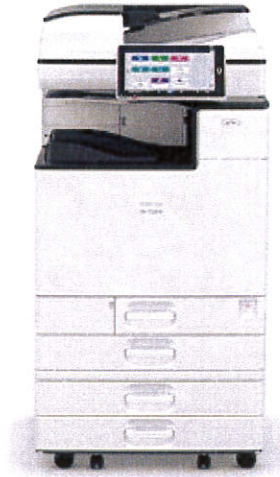**Includes**

Delivery, Install and Staff Training FREE!

All Toner, Parts, Labour and Call outs FREE!

Option 4 - Brand New Ricoh IMC2000SP (A4/A3 Special Offer

IMC2000 - High Spec Colour MFD allows you to print at 20ppm B&W and 20ppm Colour.

Machine Spec
- High Spec Colour Multifunctional Device
- 20ppm Colour & B&W
- 2 Trays & Cab
- 2 GB Memory
- 250GB Hard Drive
- Networked
- Duplex Print/Scan
- Print/Copy/Scan (Scan to Network & Email)
- Sort/Collate
- A4/A3
- 10" Android Screen
- 100 page Doc Feeder
- PostScript

Pricing	Maintenance Costs	
3 year @ £81 per month + VAT	B&W Per Print	0.003
5 year @ £52 per month + VAT	Colour Per Print	0.03

Or

Purchase Outright @ £2,499 + VAT

<u>Includes</u>

Delivery, Install and Staff Training FREE!

All Toner, Parts, Labour and Call outs FREE!

Maintenance Contract

All of our machines are backed by our fully inclusive maintenance plans. We offer fast call outs using only certified parts.

Our plans include the following:

- ⬊ Toner
- ⬊ Parts
- ⬊ Maintenance
- ⬊ Call outs (Within 4 hours)
- ⬊ Ongoing support

The above is inclusive in the 'Per Print' price.

XBM Contacts

Jade Carter
Account Manager
cassie.briggs@xbmltd.com
0113 2533 342

Simon Earith
Service Manager
simon.earith@xbmltd.com
07535 231 623

Sales Support
customer@xbmltd.com
01132 533 342

REMOTE ACCESS FOR HOMEWORKING

> To allow the Council's IT Provider to transfer files to Microsoft OneDrive to enable staff remote access when working from home.

1.0   INTRODUCTION

1.1   Following the outbreak of the Coronavirus Pandemic and subsequent lockdowns, staff have been increasingly working from home.

1.2   For business continuity working files were downloaded to USB sticks.

1.3   Whilst this worked well initially, a USB stick would no longer function as it required formatting and to format the USB stick would have meant the loss of files stored on it and also access to the files was denied due to the USB stick requiring formatting.

1.4   Attempts are ongoing to recover the data.

1.5   To prevent this from happening in the future enquiries have been made with our I.T provider Westcom, to see if there was any way in which files stored on the server could be accessed remotely.

1.6   Attached at Appendix 1 is the recommendations of our I.T provider. They recommend using Microsoft One Drive to store data so that it can be accessed remotely. The cost to do this work is £180.00 with additional ongoing charges of £11.40 per month for 3 x Office 365 Licences.

2.0   RECOMMENDATION

2.1   It is recommended that authorisation is given for Westcom to commence work to enable staff to access files remotely to ensure business continuity.

Whitehaven Town Council

From:	Westcom Support <Support@west-com.co.uk>
Sent:	01 April 2021 13:59
To:	Whitehaven Town Council
Subject:	Onedrive Quote
Attachments:	WQ3245 - Whitehaven Town Council OnedriveQuote.pdf

Dear Vanessa,

we recommend using Microsoft One Drive to store your data in to access remotely.

The plan is to temporarily disconnect your Machines at the office from the data, move it on the server and reconnect the machines. There will be minimum down time while this happens.

While that is happening we will configure the server with its own Office 365 account. This will take many days depending on your internet speed, but the machines in the office will still be able to access data as normally.

Then we will configure your laptops to use the new onedrive and show you how to use it. To begin with there will not be much data to access but as each file is uploaded to the cloud, it becomes available to all computers.

You Need a total of 3 licenses for Office 365 Email. One for the server and one for each user. You should not really have two people using the same license and it will not work at all with the One Drive. Each user needs their own email address and password.

Thanks

Ben Hawley
Senior Computer Engineer

WESTCOM
Computing Solutions for West Cumbria
Lowther Road, Clay Flatts, Workington, CA14 2TQ
Tel 01900 870455
Shop opening hours - Mon to Fri, 9am to 5pm
www.west-com.co.uk

WESTCOM is a trading name of Purfield Solutions Limited. UK Registration 4583961
UK registered office: 4 Swinside Close. Cockermouth, CA13 9AB. UK VAT registration no 804 7308 43

Westcom
IT Solutions

1 April 2021
Reference: WQ3245

Dear Vanessa,

Thank you for your enquiry. We are pleased to quote as follows. Please refer to the quotation number in any future correspondence. If you would like to discuss this or any other matter, please contact us at the above address.

Item	Qty	Description	Price Each	Total
1	3	Office 365 Licenses for Server & users	£3.80 Per Month	£11.40 Per Month
2	1	Transfer of Data to cloud and recofiguration of Server and Laptops to access Cloud data. Estimate 3 Hours Work at your contract rate.	£180	£180

All products sold to the Purchaser will remain the property of Westcom until such times as the appropriate invoice has been paid in full. All prices exclude VAT which will be charged at the rate current on the date of invoice.

This quotation is valid for a period of 30 days from the date of issue.
Availability is usually 30 working days.

Please refer to the quotation number in any future correspondence. If you would like to discuss this or any other matter, please contact us at the above address.

Best Regards

Ben Hawley

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ALLOTMENT REPORT

<div style="border:1px solid black; padding:10px;">

Purpose of the Report

To update Members on Whitehaven Town Council owned allotments and to approve the recommendations contained within the report.

</div>

1.0   INTRODUCTION

The Town Council own and manage 4 Allotment Sites within the Parish of Whitehaven.

2.0   PRESENT POSITION

2.1   Due to the Coronavirus pandemic, the Town Council have not held an Allotment Advisory Group meeting with the Site Reps or the sitting Councillors on the group (Councillors Rayson, Gill and E Dinsdale), however the Site Reps have been able to contact the staff by e-mail or telephone.

2.2   Invoices for Annual Rent were sent out week commencing 1st March 2021.

2.3   At the time of writing this report we currently have one full plot at Midgey Ghyll, one full and one-half plot at Crow Park and one full plot at Sneckyeat vacant.

2.4   We are actively seeking new tenants to take on these plots.

2.5   There are currently 55 people on the waiting list with an average waiting time of 2+ years.

2.6   A request has been received from a tenant of Crow Park seeking permission to install a polytunnel. The polytunnel will not exceed the permitted dimensions. As per the Allotment Tenancy Agreement permission must be sought from Council before a polytunnel can be erected

This request was emailed to members of the Allotment Advisory Group on 14/04/2021. All 3 Councillors responded to say they had no objection to this request.

2.7 The Town Council has provided skips twice yearly for the past 3 years.

It is recommended that 12 cubic yard skips be provided for October 2021 and March 2022. Quotes have been sought from 4 Skip Hire Companies and at the time of writing this report 1 company had provided a quote of £240 + VAT. If any further quotes are received, they will be reported at the meeting

3.0 RECOMMENDATION

- Members are asked to note the information contained within the report, and approve the requests at 2.6 and 2.7.