

Jefferson Lab Photocopier Upgrade Plan

SUMMARY

1. Overview

Photocopiers at Jefferson Lab are leased through a multi-year contract with a third-party vendor. At the beginning of each lease term (typically four years) the existing copiers are replaced with new systems. As of January 1, 2010 Jefferson Lab will begin a new contract with Electronic Systems, which will replace all copiers during the first week of January.

This work has been planned to minimize impact on system users as much as possible, however, there are some issues that users should be aware of. Specifically, the transition schedule, availability of machines during the transition, photocopier codes and steps necessary to update drivers on your local machine.

TRANSITION PLAN

2. Systems Being Replaced

The following photocopiers will be replaced during this transition. The new location and the model number that will be provided are identified in the table below.

<i>Copier Name</i>	<i>Location</i>	<i>Replacement Model</i>
LIBCN (<i>to be CS 14</i>)	ARC Bldg, 1st Floor, Library	Xerox 5230 + FAX
CS 20	ARC Bldg, 2nd Floor, Rm 225 DCG	Xerox 7435
CS 15	ARC Bldg, 4th Floor, Rm 440	Xerox 5230
CS 16	ARC Bldg, 5th Floor, Rm 526	Xerox 5230
CS 17	ARC Bldg, 6th Floor, Rm 604	Xerox 7435 + FAX
CS 18	ARC Bldg, 7th Floor, RM 706	Xerox 5230
CS 29	Building 19 – Forestry Bldg	Xerox 3300
CS 04	CEBAF Center, 1st Floor, C Wing Hall	Xerox 5230
CS 05	CEBAF Center, 1st Floor, Rm B100	Xerox 5638
CS 03	CEBAF Center, 2nd Floor, C Wing Hall	Xerox 5638
CS 02	CEBAF Center, 2nd Floor, Director's Office	Xerox 5638
CS 06	CEBAF Center, 2nd Floor, Rm F293	Xerox 7435
CS 30	CEBAF Center, Lobby/Reception	Xerox 5230 + FAX
CLC1180	CEBAF Center, 1st Floor, F114, Copy Center	Xerox 5252
CC-IR105	CEBAF Center, 1st Floor, F114, Copy Center	Xerox 5687
CS 31	CEBAF Center, 3rd Floor, Rm F384	Xerox 5230
CS 26	Counting House, Bldg 97, 2nd Floor, NE Corner	Xerox 5230
CS 21	E.E.L. Bldg, near Rm 120	Xerox 5230
CS 22	E.E.L. Bldg, Rm 103, Shipping & Receiving	Xerox 4260
CS 25	F.E.L. Bldg, 2nd Floor	Xerox 5230
CS 24	MCC Annex, Bldg 87, West Entrance	Xerox 5230
CS 10	MCC Annex, Bldg 89, South Entrance	Xerox 5638
CS 13	MCC, Bldg 85, Lobby	Xerox 5230 + FAX

CS 11	Radcon Trailer, Bldg 52B	Xerox 5230
CS 23	Safety Lab, Bldg 35, North Entrance	Xerox 5230
CS 12	Test Lab, Bldg 58, 2nd Floor	Xerox 5638
CS 19	VARC Bldg, Procurement	Xerox 7435
CS 08	VARC Bldg, Lobby	Xerox 7435
CS 09	VARC Bldg, Lobby	Xerox 5638
CS 28	VARC Bldg, Reception	Xerox 3300

3. Replacement Schedule

All photocopiers are scheduled to be replaced during the first week of 2010. To expedite the process, systems will be replaced based on their geographic location. Needless to say, in order to maintain availability of copiers during the transition, only one system will be taken down and replaced at a time – ensuring that there are alternative systems available in high-traffic areas.

The following is the schedule for exchanging printers.

3.1. ARC / VARC / Forestry Buildings January 5, 2010

The following photocopiers will be replaced on Tuesday, January 5.

CS 14: ARC / Library	CS 17: ARC / Rm 604	CS 08: VARC / Lobby
CS 20: ARC / Rm 225	CS 18: ARC / Rm 706	CS 09: VARC / Lobby
CS 15: ARC / Rm 440	CS 29: Forestry Bldg	CS 28: VARC / Lobby
CS 16: ARC / Rm 526	CS 19: VARC / Procurement	

3.2. CEBAF Center / E.E.L. Buildings January 6 & 7, 2010

The following photocopiers will be replaced on Wednesday/Thursday, January 6 & 7.

CS 04: CEBAF CTR / 1 st Floor	CS 06: CEBAF CTR / Rm F293	CS 31: CEBAF CTR / Rm F384
CS 05: CEBAF CTR / Rm B100	CS 30: CEBAF CTR / Lobby	CS 21: E.E.L. / Rm 120
CS 03: CEBAF CTR / 2 nd Floor	CLC1180: Copy Center	CS 22: E.E.L. / Rm 103
CS 02: CEBAF CTR / B Wing	CC-IR105: Copy Center	

3.3. Remaining Buildings January 8, 2010

The balance of the photocopiers will be replaced on Friday, January 8.

CS 26: Counting House	CS 10: Building 89	CS 23: Safety Lab
CS 25: FEL Bldg	CS 13: MCC	CS 12: Test Lab
CS 24: Building 87	CS 11: Radcon Trailer	

4. Photocopier Account Codes

The account codes that are entered at the control panel to make photocopies **will not change**.

5. Updating Local Drivers

5.1. Microsoft Windows Systems

The printer drivers that are installed on the central print servers will be updated as the new photocopiers are being installed. Once a new photocopier is in place, the existing print drivers that are installed on Microsoft Windows system will no longer function. In order to obtain the new printer drivers, Windows users should employ the following steps.

- a. From the Windows Start menu, double click the Printer and Faxes icon (*the Printer and Faxes window will open*).

- b. From the list of devices, right click the name of photocopier that has been replaced.
- c. Select *Delete* from the drop-down menu
- d. A pop-up window will prompt you to confirm you want to delete the printer – click *Yes*
- e. Return to the Windows Start menu and click *Run*.
- f. In the input box of the *Run* window, enter \\JLABPRT and press enter.
- g. When the JLABPRT window appears, locate the photocopier that you wish to reinstall and double click it.
- h. The print server will then install the new print driver on your machine and add the photocopier to the list of installed devices.

5.2. Linux Systems

The CUPS-based drivers used for Linux systems will continue to operate without modification.

5.3. Mac Systems

Use the following steps to download and install the appropriate driver from the Xerox website once the new copiers are in place.

- a. Identify the model number of the new Xerox copier that you will be using,
- b. From the Xerox support page (<http://www.support.xerox.com/go/prodselect.asp>) search for the appropriate driver in the search box near the top of the page.

Note: You'll need to prefix the model number with Workcentre, i.e. Workcentre 5230.

- c. Follow the instructions for downloading and installing the driver.
- d. Once the driver is installed, you can access it through the Printer & Fax control panel in the Mac's System Preferences.
- e. For detailed instructions on configuring your system to use a new printer at Jefferson Lab, visit the Mac OS X Print Configuration page at:
http://cc.jlab.org/docs/services/macintosh/printing_MacOSX.html

6. Contact Information

For additional information regarding the capabilities of the new printers, contact Kaydee Moore in the Copy Center at extension 7666.

For additional information, instructions or support regarding the installation or configuration of print drivers contact the Computer Center Help Desk at extension 7155.