



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
4

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SUBJECT
FACILITIES AND SERVICES

SUB-TOPIC

OFFICE MACHINES

A. Purpose and Scope: Office Machine Services maintains an inventory of office machine equipment; i.e., typewriters, dictating equipment, calculators, adding machines, etc. These units are available on a short or long term rental basis to faculty and staff through account managers. In order to provide dependable, effective units, University technicians regularly service these machines. Information on rental rates may be obtained by contacting Office Machine Services, ext. 2494. The rates include normal wear and tear maintenance costs.

NOTE: Departments renting office machines are held liable for the theft of any machine and damage beyond normal wear and tear while under the rental contract.

B. Request for Office Machine Rental: UTD departments or functions desiring to rent an office machine are required to make the request on a Request for Office Machines Rental form (see Exhibit F12) and forward it to Office Machine Services. Questions regarding types of equipment, rental rates and other questions regarding rental of office machines should be directed as follows: Office Machines Services, ext. 2494, Copier Services, ext. 2258, billing questions, ext. 2233.

C. Requests for Office Machine Maintenance: Office machines listed below which are not rented from the University's pool will be maintained through the University's Office Machine Services. For rates and additional information about office machine maintenance, contact Office Machine Services, ext. 2261.

Laser Printers

- HP Laser Printer II
- HP Laser Printer IIp
- HP Laser Printer III
- HP Laser Printer IIIp
- HP Laser Printer IIIsi
- HP Laser Printer 4
- HP Laser Printer 4p
- HP Laser Printer 4si
- HP Laser Printer 5
- HP Laser Printer 5p

Typewriters

- Selectric III
- Correcting Selectric III
- Wheelwriter 5
- Wheelwriter 30
- Wheelwriter 35

Dictating Equipment

- Dictaphone Transcriber
- Dictaphone Portable Dictator

Calculators

- Electronic
- Monroe & Sharp
- (most models)