



# Abertay University

22 July 2014

By email to: [REDACTED]

Dear [REDACTED]

I refer to your Freedom of Information request received on 14 July 2014 about print and scan solutions.

I can confirm that the University holds all of the information requested and is releasing this to you in full.

## The University's Response

I am interested in your print and scan environment. I was wondering if you could answer the following please.

1) How many employees does your organisation currently have?

579 employees, plus 286 casual hourly paid employees.

2) How many students do you currently support?

4690.

3) Who supplies your multifunctional devices (main printer fleet)?

Canon MFD

4) How many devices do they supply?

49

5) What BRAND device/s do they supply (Canon, Ricoh, Xerox, Kyocera, Dell, Samsung, HP, Epson, Toshiba, Konica Minolta, etc)?

Canon

6) Do they also supply print management software?

Yes

7) Do they also supply any additional scanning software?

Yes

8) When does the contract for your print fleet expire?

31 May 2019

9) What PDF solutions do you pay for (not free readers like Adobe)?

A very small number of staff within one unit use Nuance Professional software (for electronic preparation and distribution of committee papers; not specifically for scanning and printing).

Otherwise, PDF is part of the Canon UniFLOW printing solution. The Canon Managed Print Service does not include separate PDF licenses. PDF printing and scanning is included in our overall solution provided by Canon without the need for any separate PDF licenses.

10) What Document Management/Document Repository/s do you use within the organisation?

SharePoint

11) Who is the contact within the organisation responsible for the print fleet?

ICT Operations Manager

This concludes the University's response

Your right to seek a review of how your information request was managed

If you are not satisfied with our response or our reasoning set-out above, you have forty working days in which to request a review of our decision. Any request should be put in writing and should be sent to the University Secretary, Abertay University, at the address provided below. The request should:

- (a) detail your request for a review of our decision to be undertaken
- (b) describe the nature of your original request
- (c) explain the reasons why you are dissatisfied with our response

University Secretary  
Abertay University  
Bell Street  
Dundee  
DD1 1HD  
Tel (01382) 308016

E-mail [S.Stewart@abertay.ac.uk](mailto:S.Stewart@abertay.ac.uk)

If you remain dissatisfied with how your request for information has been dealt with, you also have the right to apply to the Scottish Information Commissioner for a decision as to whether we have handled your request properly.

Information relating to your right to seek review is available from the Scottish Information Commissioner's website:

<http://www.itspublicknowledge.info>

or by contacting the Scottish Information Commissioner's Office at the following address:

Scottish Information Commissioner,  
Kinburn Castle,  
Doubledykes Road, St Andrews,  
Fife KY16 9DS  
Telephone: 01334 464610  
Fax: 01334 464611

E-mail: <mailto:enquiries@itspublicknowledge.info>

Website: <http://www.itspublicknowledge.info>

If you are unhappy with the Commissioner's decision, you have the right to appeal further to the Court of Session on a point of law.

Yours sincerely,

*FOI Processing*

Secretariat  
Abertay University is a charity registered in Scotland, No: SC016040