



## FACSIMILE MACHINE NEEDS ANALYSIS FORM

Please fill out the following form and fax to University Purchasing @ 262-2266

### DEPARTMENT SECTION: (Complete & return to University Purchasing)

Department		Dept. Ext.	Dept Fax.
Dept. Building	Dept. Floor		Room #
Manager/Director Name		Dept. Contact	
Dept. Contact Phone	Dept. Contact Fax:		Date
Are you replacing an existing fax machine?		Yes: _____	No: _____
If yes, please indicate brand & model		Brand/Model	Nova Asset #
Does your dept. plan to reassign the old machine ?		Yes: _____	No: _____
Please indicate the projected use for this fax machine:			
<input type="checkbox"/> Individual Usage <input type="checkbox"/> Small Workgroup <input type="checkbox"/> Entire Department or Center			
How many faxes do you anticipate receiving/faxing per day? _____			
From this total, please indicate percentage of faxes sent vs faxes received per day			
		Sent: _____%	Received: _____%
How many users do you anticipate will be using this machine? _____			
What features/accessories do you feel your fax machine MUST include? (Check all that apply)			
<i>(please see reverse for features explanation)</i>			
<input type="checkbox"/> Broadcast Faxing <input type="checkbox"/> Extended Memory <input type="checkbox"/> High Capacity Paper tray (500 sheets or more)			
<input type="checkbox"/> Confidential Mailboxes <input type="checkbox"/> Confirmation of Transmission <input type="checkbox"/> Delayed sending/transmission (faxes)			
<input type="checkbox"/> Speed Dialing <input type="checkbox"/> Laser printing <input type="checkbox"/> Compact Desktop Footprint			
Please indicate the amount you have budgeted for this new machine: \$ _____			

### Purchasing Use Only

Manufacturer/Model		
Toner		
Drum		
Total Purchase Price		
Lease option	Term	

If you have any questions regarding the features of the recommended fax machine, consult the attached product literature. If you still have questions, please contact:

Name \_\_\_\_\_

Ext \_\_\_\_\_

**Definitions:**

**Broadcast Faxing:** The ability of a fax machine to be programmed to send a fax to multiple fax machines after entering a single code number.

**Extended Memory:** Memory refers to a machine's ability to store incoming and outgoing faxes prior to printing. Most machines have sufficient memory for normal usage. Extended memory may be beneficial if faxes of 20 or more pages are frequently sent and received.

**Confidential mailboxes:** The ability to store faxes in memory until the intended recipient retrieves them by using a code.

**Confirmation of transmission:** A fax capability, wherein successful transmission (or error) is reported at the end of a fax transmission.

**Delayed sending/transmission (faxes):** The act of programming delayed timing for the initiation of fax transmissions, typically for late evening/early morning hours when phone costs are lowest.

**Speed Dialing:** Sometimes used synonymously with autodialing. More specifically, it is the ability to enter one, two and three- digit numbers to identify and dial a phone number.

**Laser Printing:** Most low-cost faxes machines use inkjet or thermal transfer which provide adequate resolution. More expensive fax machines use laser printing which provide the highest resolution.

**Footprint:** The desktop or floorspace area occupied by each piece of office equipment.