

DEFINITIONS FOR COPIER CONTRACT

1. AUTHENTICATION – For security purposes if scanning is selected as an option. This will prevent intrusion on the network.
2. AUTO DUPLEXING – This means the copier can automatically produce two-sided copies; the user does not have to manually reload one-sided copies into the machine to copy the second side. Machines with this feature may be equipped with automatic document feeders that enable the production of two-sided copies from single-sided originals (1:2), two-sided copies from two-sided originals (2:2) and single-sided copies from two-sided originals (2:1).
3. AUTOMATIC DOCUMENT FEEDER (ADF) - A device on a copier that holds a stack of originals and feeds them automatically, one at a time, across the exposure platen. When the designated number of copies of that original has been made, the ADF ejects the original into a receiving tray. This process is repeated with each subsequent original.
4. BUNDLED MAINTENANCE PRICE - A single cost per copy, inclusive of full service maintenance and all supplies except paper.
5. BUNDLED RENTAL PRICE - A single cost per copy, inclusive of rental cost, full service maintenance and all supplies except paper.
6. CLONES – Copiers having a common manufacturer and the base copier is built to the same specifications, therefore having comparable performance factors and features. Private-labeled replicas and/or equipment denoted by the independent sources as “also sold/distributed as” will be considered to be clones. Minor deviations will not prevent a copier from being deemed a clone.
7. CONSOLE - The dimensions, weight or design of this type of equipment prohibit desktop support; consequently, these units are freestanding and feature built-in consoles.
8. DESKTOP - The dimensions, weight or design of this type of equipment allow it to be supported by a desk or optional stand.
9. ELECTRONIC COLLATION/SORTING - The ability of a digital copier to automatically sequence copied sets without the need for sorters as finishing devices. This feature should also provide for unlimited number of sets.
10. FACTORY-PRODUCED NEW MODEL – Equipment that has been converted to new model status, which maintains features and/or functions of the previous model and adds new features and/or functions not available on the previous model. This equipment has been disassembled to a pre-determined standard established by the manufacturer or trademark holder and manufactured to new model status and assigned a new serial number.

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11. **FAMILY/GROUP AWARD** – A manufacturer that markets products under more than one label can qualify as a family group award. To qualify as a Family/Group a manufacturer must market identical products under two or more labels and must own 100% of the label as a wholly owned subsidiary and/or a division.

Under a Family/Group award if for example, Ricoh was one of the low bidders in a given segment, any authorized dealer marketing Ricoh/Savin/or Lanier can utilize Ricoh's award in that segment so long as the product placed is identical in specifications (speeds, capabilities, functionality, accessories, etc.) and is fully compatible with the supply items required (toner, parts, drum, etc).

No manufacturer can be awarded more than one position in a single segment under any circumstances. In no way does this Family/Group Award change the State's position regarding "clone" products.

12. **FINISHER** - The capability of having copied sets automatically delivered, stapled and stacked in the offset catch tray. Some high volume copiers may also feature automatic binding and/or stapling and folding systems.
13. **IMAGE OVERWRITE** – Security consideration to ensure that information is not residual on the print device or on the hard drive.
14. **MACHINE MAX** - The maximum monthly copy capability of a copier (which is the top of the copy volume range recommended by the independent sources,) as determined by the procedures identified in the additional special terms and conditions of the invitation to bid.
15. **MEMORY** – Also called RAM (Random Access Memory); temporarily stores data inside a copier or controller. Chips can be purchased that allow the user to increase the amount of memory to improve performance.

When a given figure is followed by "GB", this figure represents a hard-disk drive.

16. **MONTHLY COPY ALLOWANCE (MCA)** - The minimum number of copies per month, for which a Using Agency will be responsible, arising from charges for rental or maintenance.
17. **MULTICOPY SPEED** - The number of one sided 8 1/2 x 11 copies produced from a one sided 8 1/2 x 11 original CCITT 6% test grid in one minute, excluding the first copy. Also referred to as copies per minute (CPM) or prints per minute (PPM).
18. **NEW EQUIPMENT** - Equipment which contains no used parts and which has never been used prior to installation.

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19. **NEWLY MANUFACTURED** - Equipment that has been assembled for the first time from new parts, which may contain some reprocessed parts or components that meet the manufacturer's new parts and components performance standards.
20. **OFFSET CATCH TRAY** - An output device which automatically receives (without operator intervention) multiple collated sets as they emerge from the machine.
21. **OFFSET STACKER** - A sheet-stacking mechanism on the output system of a copier which allows multiple-page sets to be stacked in an alternating fashion.
22. **PAPER FEED** - On-line paper receptacles (such as cassettes, trays or drawers) from which cut paper can be fed. A by-pass feeder (although a desirable feature) will not be considered to be a paper feed, as described in this definition.
23. **REMANUFACTURED EQUIPMENT** - Equipment restored to "like new" condition by the Manufacturer /Trademark Holder at the Manufacturer's /Trademark Holder's factory through the following process:
 - A. Extensive disassembly of equipment to the extent that each moving part can be examined and tested for wear and operation.
 - B. Thorough cleaning, lubrication, adjustment, refinishing.
 - C. Replacing all worn or defective parts.
 - D. Installation of all safety retrofits.
 - E. Extensive inspection and testing to insure that the equipment functions according to the specifications of both, the Manufacturer /Trademark Holder and the specifications contained herein.

Remanufactured equipment shall include only those machines which the Manufacturer /Trademark Holder is currently remanufacturing and is actively marketing for sale and which are listed in the Sales Status section of the independent sources as "Rebuilt".

In all respects, remanufactured equipment must have the same warranty and assured availability of parts and service as new equipment.

The State of Louisiana reserves the right to inspect the manufacturer's/trademark holder's factory site where the equipment is remanufactured. At the request of the State of Louisiana, the bidder must provide a video which documents the details of the remanufacturing process.

24. **RIGGING CHARGES** - Extraordinary charges for labor, equipment or materials required to move the copier past barriers which are obstacles to the place of

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- installation. Examples of rigging charges include the removal of walls or the rental of hoist. Charges for stair climbers are not considered to be rigging charges.
25. SCAN ONCE, PRINT MANY – The technique of scanning hard copy original to an internal memory source (RAM or HDD) and printing multiple copies or prints from the single scan.
 26. SHIFT-SORT TRAY – When sets are produced, this device moves back and forth in order to allow for the offsetting of completed sets. Electronic collation that requires switching per trays and/or paper orientation or requiring user intervention is not acceptable.
 27. SORTER (sometimes referred to as collator) - This is a device added to a copier for use during the production of sorted sets of copies. It consists of bins into which copies are inserted so that a number of separate sets can be produced.
 28. STACKLESS/TRAYLESS DUPLEXING – While duplexing, no two copies shall be stacked upon one another nor shall they touch during the copy process. This function should also allow unlimited duplexed copies to be made without user intervention.
 29. STAND - A stand for a desktop copier that eliminates the need to install the copier on a table or desktop. Most stands have casters that provide mobility as well as a cassette and/or supply storage bins. Also referred to as a cabinet.
 30. STAPLER SORTER - A type of sorter that staples copied sets in the bins when a job is completed. Stapler sorters can produce sets consisting of either 15, 20, 25, 30 or 50 sheets.
 31. START-UP SUPPLIES - All supplies, excluding paper, as required by the Using Agency during the warranty period.
 32. ZOOM REDUCTION AND ENLARGEMENT - A zoom lens which allows the operator to reduce or enlarge in a minimum of 1% increments.