The Konica Contract Program makes multi-function devices, copying equipment and printers available to University users through a University-wide negotiated contract. Instead of requiring a capital expenditure to purchase a copier or printer outright, the Konica Contract Program offers leased multifunction copiers and printers at a price you can afford. You can then use your funds for more appropriate hardware related to your core responsibilities.

The purchasing power of the University enables each department to benefit from maximum savings. The Konica Contract Program provides cost-effective copying and printing without compromising productivity or convenience. We furnish the multifunction copier or printer, all supplies except paper and all service with a guaranteed maximum four hour response time. Delivery is usually within 10 - 15 working days after your order is received.

Selection Procedure
We are currently offering Konica Minolta brand copiers and printers. The process involves analyzing your copying and printing needs and your monthly volume history to decide which system and what options the program can provide. To help determine the right-size copier for your department there are two considerations, the number of copies you make per month and the features needed by your department. All printers and color copiers have a four year time commitment. New monochrome (black and white) copiers that are leased will have a four year time commitment. You may lease a used monochrome copier without time commitments depending on the models available. Once the equipment is agreed upon the department should fax or email an “Agreement to Lease” and “Network Evaluation” forms to:

Norma Glennie  
University of Michigan  
Procurement Services  
Phone: 734-647-6450  Fax: 734-615-6235  
Email: nglennie@umich.edu

Medical campus departments must have MCIT's permission to have the printer/scan option installed.

Delivery and Training
After you have submitted the lease agreement and network evaluation forms to Procurement Services, Konica Minolta will contact you directly with the date and approximate time the copier or printer will be delivered. The equipment will be delivered by a Konica Minolta truck driver; it will be covered with shrink wrap. Within a few hours, a technician will arrive to set up the equipment and give you a brief training. They would like you to use the equipment for several days to become familiar with it before the in-depth training. Their training representative will call to set up the in-depth training which can be one or more sessions. There is no charge for any additional training. If you would like to make the appointment, contact Chuck Kava 734-216-0198 (Ann Arbor number) or ckava@kmbs.konicaminolta.us. Copiers and printers will be prepared and installed for fax, print and
scan by Konica Minolta personnel only. Copiers and printers that may need to be moved after installation will be moved by Konica Minolta personnel only.

**Service and Supplies**

After your copier has been delivered you will receive an email from Konica Minolta to setup your “MyKMBS” ([https://www.mykmbs.com/mykmbs/login.jspx](https://www.mykmbs.com/mykmbs/login.jspx)) password and account for their on-line supply ordering, service and meter reading website. On the front of your copier is a Konica Minolta label that will list the ID numbers for the copier. You will need these numbers when you contact Konica Minolta or the Konica Contract Program.

Included with the lease of the copier are all service and supplies (except paper and transparencies). You may order both, on-line at MyKMBS ([https://www.mykmbs.com/mykmbs/login.jspx](https://www.mykmbs.com/mykmbs/login.jspx)) or by phone at 1-800-456-5664. There is no charge for regular delivery. If supplies are ordered as a “rush” delivery (overnight express) your department will be charged for the freight on that shipment.

Your supplies are included with your lease so please be aware of scam toner telephone calls. Konica Minolta will never call you about ordering supplies. These companies will ask about your copier, then call back and imply they are with Konica Minolta and tell you the price of toner will be increasing, etc... *Konica Minolta will never charge you for supplies.*

**Monthly Meter Readings**

You will receive an email each month from Konica Minolta requesting the meter reading from the copier for billing purposes. The email will come from meters@kmbs.konicaminolta.us – please add this to your safe senders list or the email may go to your spam box. You will enter the meter reading on the MyKMBS website [https://www.mykmbs.com/mykmbs/login.jspx](https://www.mykmbs.com/mykmbs/login.jspx).

If your copier is networked, it may be set up with Konica Minolta’s V-Care System, where your meter readings are automatically transmitted to Konica Minolta. If it is, you will not receive the monthly meter reading emails and you will not need to submit monthly meter readings on-line. If you would like the V-Care System set up on your networked copier please place a service call to have it activated.

**Billing**

Your shortcode will be billed monthly on the University’s Statement of Activity. Questions about your billing can be directed to Lori Cunningham at lcunningham@kmbs.konicaminolta.us or by calling (734) 452-4186 or (800)-510-4800.