

MEMO

To: Yulian Ligioso
From: Marge Trolinder
Date: January 25, 2013
RE: Copier installation update

The copier project in Graphics is in progress. One production machine is installed a second one is awaiting electrical plug by our maintenance staff. The two faculty/staff walk-ups will be next to be installed. I am waiting for the vendor to give me a hard delivery date at this time. It is our intent to place these boxes into service the first full week of February baring any delivery issues. The final production box for Graphics use will be installed following the walkup installation.

Until the installation of all equipment is complete we are continuing to operate the existing equipment without issue. The walk-up boxes have been running non-stop since December and we have not experienced any downtime.