



Pasadena Unified School District
Innovative Technology Services

MEMORANDUM

DATE: December 12, 2016
TO: Principals and Office Managers/Secretaries
FROM: Tendaji Jamal
Chief Technology Officer

RE: **CHANGES TO HP MANAGED PRINT SERVICES (MPS) PROGRAM**

In an effort to reduce districtwide printing costs, starting on Wednesday, December 14, 2016, HP Managed Print Services will only be providing support to the following HP Monochrome (Black) devices:

HP 4014	HP 4300	HP M426	HP P2015	HP 4250/4350
HP 4015/4515	HP M401 Series/M425	HP M521	HP P3005	
HP 4200	HP M402 Series	HP M600 Series	HP P3015	

[CLICK HERE](#) for the list of devices being removed from the HP Managed Print Program on December 14, 2016. Sites will no longer be able to call in for service or supplies for the devices listed. ITS or an authorized HP representative will be visiting the sites to label these printers as no longer eligible for service.

To Purchase a new HP B/W laserjet printer

As with ALL hardware, software and audio-visual requisitions, send an e-mail quote request to helpdesk@pusd.us

Color Printers

The HP Managed Print Services Program DOES NOT apply to color laserjet or deskjet printers. However, you may process your request for a new color printer, by following the step above.

For additional assistance, please contact the ITS Helpdesk at ext 88830 or helpdesk@pusd.us