

ID Card/Pay to Print Minutes September 4, 2013

Attendees: Chien Shih, Sharon Luciw, Donna Jones-Dulin, Dennis Shannakian, John Cогnetta, Susan Malmgren, Victor Baliguat, John Vandercook, Lisa Hocevar, Joe Lampo, Tom Roza, Jerrick Woo, Hector Quinonez, Trung Thai, Joe Moreau, Nick Hughes (Foothill student representative), Jason Morsink (ePRINTit, conference call) and Kari Elliott (note taker).

1. Requests made to ePRINTit for Go Live.
 - Administrator rights only have one role; need to create another role for cashier to add funds to student accounts.
 - Need security certificate for website.
 - Need to be able Excel feature.
2. Cash Sales for pay to print.
 - De Anza Bookstore will handle for De Anza; will take cash and cut check at end of month to ePRINTit.
3. September 16, 2013 Final Printing test.
 - Need students from both campuses.
 - ePRINTit needs to zero accounts ASAP; student ID cards are being issued and do not want to zero accounts of students who have added money to their accounts.
4. B/W single-sided pages will be \$0.15 per page – decided by Chancellor Cabinet.
 - Need to confirm pricing for double sided pages, color and picture.
5. Carding event first week of school at both campuses.
 - Both campuses are ready.
6. Technical Support for ePRINTit.
 - Colleges need to fill out ePRINTit Printer Final Location and Support Responsibility chart (attached) by next week's meeting (September 11, 2013).
 - Once chart is filled out, Sharon Luciw will call a sub-meeting to discuss ePRINTit Support Response Process.
 - Support phone numbers will be posted by each printer for business hours and after business hours; will also post map of all printer locations.
7. Print Driver Issue.
 - Will not be available for Fall quarter.
 - Working with vendor to resolve and will deploy when ready.
 - Will need to cover in documentation options for file to print in labs for students.
 - On Macs, File, Print and dialog box comes up allowing students to save as PDF and upload into cloud account.
 - PCs, File, Print, choose .XPS format to save file and upload into cloud account.

Printer type	Suggested Location	Technical validation	User validation	1st responder for support
Kiosk	FH Campus Center bldg - next to the ATM in the Cafeteria/Dining Hall OR in the Smart Shop (2016)	Two network ports currently available at ATM. Ports available in smart shop as well	Agree with Suggestion	
High volume Cloud printer	FHLIB (Foothill Library)	Possible location on wall outside of 3519 Jack #LIB046	Relocate to Media Center	
Mid Volume Cloud printer	FHLIB 2 (Foothill Library)	Replace existing Go- Print station	Relocate to Smart Shop	
Mid Volume Cloud Printer	FHMCTR (Foothill Media Center)	Replace existing Go- Print station	Agree with suggestion	
Mid Volume Cloud Printer	Lower Campus – 2 nd level, Student Services lobby room 8302	Two network ports currently available. Jack 3032	Media Center (3600 computer lab) – needs to be B/W and Color	
Mid Volume Cloud Printer	FHKCI (Foothill Krause Center for Innovation)	Replace existing Go- Print station on North side 4009	Agree with Suggestion but location in the bldg may be different – use other GoPrint Location	
Mid Volume Cloud Printer	Fine Arts area, 1500 bldg breezeway	Two network ports currently available. Jack 1500-1-006	PSME Center 4213	
Mid Volume Cloud Printer	Middlefield – 1 building second floor near copy machine	May need wiring depending on location	Do want at Middlefield; still need to confirm location with Judi McAlpin; they will need the color feature.	
Mid Volume Cloud Printer	PSEC, Commons area, 4400 Building	Ports available if fed from Student Meeting Cubes	Agree with suggestion	

Printer type	Suggested Location	Technical validation	User validation	1st responder for support
Kiosk	DA Campus Center - next to ATM OR Fireside room	Two network ports currently available at each location.	By the Entrance to the Fireside Room; ETS needs to verify Data port availability	
High volume Cloud printer	DALIBIL (De Anza Library: Internet Lab)	Replace existing Go- Print station	OML Lab	
Mid Volume Cloud printer	DALIB (De Anza Library)	Replace existing Go- Print station	Agree with Suggestion	
Mid Volume Cloud Printer	DALIB (De Anza Library 2) Install next to existing station	Two additional ports and power available by existing Go- Print station	KIRSCH Center; Need to ID a location and verify power and data	
Mid Volume Cloud Printer	DAOML(De Anza Open Media Lab) LCW	Replace one existing Go- Print station	Agree with suggestion	
Mid Volume Cloud Printer	DAOML2 (De Anza Open Media Lab 2) LCW	Replace one existing Go- Print station	Internet Lab	
Mid Volume Cloud Printer	DALA (De Anza Language Arts)	Replace one existing Go- Print station in MQ3	Agree with Suggestion	
Mid Volume Cloud Printer	DA Bookstore	Ports available at desk in middle of breezeway OR replace one student computer	Agree with Suggestion	
Mid Volume Cloud Printer	S43 - Math Tutorial area – East wall	Needs Data. Open work order to add data for copy machine	Move somewhere in the Science building complex - Need to ID a location and verify power and data	