

	<b>Summary</b>	<b>Additional Cost</b>	<b>Instructions</b>
<b>Konica Minolta</b>	<p>With the exception of the following machines, Konica Minolta machines that Clemson leases do not contain harddrives and require no action (per Konica Minolta email 7/28/10). The following specific machines (model/serial #) require Konica Minolta tech to perform a cense of the hard drive prior to turn in:</p> <p>Di2010f /31801181 - Library  Di351 /31747555 – Textiles - 108 Olin Hall  Di550 /31704339 – Family &amp; Outreach - 240 P&amp;A  Di351 /31741469 – AAH - 104 Strode Tower</p>	No additional cost. Konica Minolta will remove the hard drives at no cost for these machines. The machines will continue to operate without these harddrives, so the drives will be removed prior to end of lease	Procurement will coordinate with Konica Minolta to have these four hard drives removed on the same day and will advise departments. It will be prior to end of lease, but you will be able to continue using your machines until your lease is up. Then simply turn in your machines as normal.
<b>Kyocera</b>	<p>Kyocera will install a data security kit on each Kyocera machine that requires one, and that kit will clean the data after each use. Going forward, any new copier leases with Kyocera will include this option.</p> <p>All Kyocera machines require this kit with the EXCEPTION of the following models: KM1650, TA-221 and TA181. These machines do not have a drive and require no action.</p> <p>Contact Davis Business Systems to have the kit installed. This can be done at any time (i.e. do not wait until you have to turn the machine in) and will ensure your data is secure during the course of your using the machine.</p>	\$225 per machine	Contact Kyocera/Davis Business Systems, Inc. (Todd Davis) at 864-981-1089 to arrange to have the Data Security Kits installed.
<b>Oce/Imagistics</b>	<p>Oce machines with hard drives will require a hard drive replacement/swap. Departments will need to coordinate with Oce to have their technician remove and replace the hard drive when the machine is picked up. Oce will leave the old hard drive, which the department should submit to Clemson Surplus for destruction.</p> <p>See attached list for machines that require hard drives removed. Option #3 is the option Clemson has chosen and the cost here reflects this option On the last page of the list, you will see two costs. Clemson is in Zone 3, so if your copier is a rental (as most off State contract are), then your cost for option #3 is \$428. If your machine is leased (i.e. Procurement did a bid), then your cost for option #3 is \$628. If you are not sure if you are rental or lease, contact Procurement. If your machine is not listed in this attached list, then it has no hard drive and is safe to turn in as is.</p>	\$428 or \$628 per machine	Contact Oce to request a turn in of your machine at the end of you lease/rental. Make sure you advise them that you need to have your hard drive replaced as part of the turn in and that you are going with Option#3 off their Security and Sanitization Options memo dated May 20, 2010.
<b>Ricoh/Lanier</b>	Machines do not maintain latent files and are also encrypted with a Ricoh proprietary encryption algorithm. Anyone obtaining access to the drive would not be able to decode the data (per Ricoh email 5/20/10)	none	no action; turn in at end of lease as normal
<b>ALL OTHERS</b>	If you have any other brand machine not mentioned above, please talk to the vendor about your options, or contact Procurement Services, PRIOR to arranging to turn in your copier.	TBD	TBD