



The purpose of this communication is to announce the beginning of the deployment of the new UAN printers and to discuss the process that will be followed.

Based on your selection earlier you will be receiving either the:

- Single Function - Dell b2360dn
- Multifunction - Dell b2375dnf

For the small number of entities that did not make a selection the default selection is the single function printer.

During previous deployments two primary issues were raised by you that we have attempted to minimize this deployment. The issues were when the printer and tray arrived on different days and secondly, not knowing when the shipment would arrive. We know for large number you, being a fiscal officer is not your primary employment and these issues with deployment may cause you to reschedule your primary employment or take time off multiple times. To reduce these issues we have implemented the following two steps.

- We are having the printer and tray consolidated into one box (or shrink wrapped together). This will reduce the issues caused by the items arriving separately on different days. This consolidation will make the shipment quite large and heavy. Please use caution and consider separating the shipment prior to moving it.
- In addition to receiving an e-mail from UAN Support with shipment tracking information you will be receiving a phone call from CEVA Logistics that will allow you to schedule the shipment date and window of time. We will be using the e-mail provided during the printer selection step. However the phone call step was added in the past couple of days and we did not collect a unique phone number to use so we will be using the number(s) we currently have for you on record. This step will allow for shipment adjustments not only for your work schedule but also for larger adjustments such as being unavailable due to vacations.

To accommodate these additional steps we have decided to deploy the printers in phases. The first phase will be shipped late this week. We'll be informing the 900 entities in phase 1 through a separate e-mail that you will be receiving shortly. The second phase is scheduled to begin on March 17th.

Respectfully,
UAN Support

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