

From: UAN Support

Subject: UAN Printer Replacement

Date: December 6, 2011

The Uniform Accounting Network (UAN) is beginning the process of replacing the 1,800 printers across the state of Ohio. We are planning for an early March 2012 delivery of your new printer. Your current Dell printer will continue to be fully covered by the warranty in place with next-day replacement until the delivery of new printer is complete.

The first steps for you in this process are complete the following two steps:

- **Step 1** – Select the printer for your entity.
- **Step 2** – Verify/Update delivery information.

**Step 1 – Select the printer for your entity.**

From the results of the UAN survey distributed earlier this year, UAN is offering an option of two printers for you to choose between based on your entities needs. The selection of the printer will be made by you through your Profile Login on the UANLink. The two printers available for selection are:

- Dell 2350dn Laser Printer
- Dell 2335dn Multifunction Laser Printer / Copier / Fax / Scanner

Both printers will include the second paper tray and both will be covered with a 4 year next day replacement warranty. We have also included a feature where service will not be denied to you regardless to how you answer the initial questions asked by Dell Support.

A detailed description of each unit can be found on the printer selection page within UANLink. One point that should be considered closely when making the selection is that even though the multifunction printer has additional capabilities, its dimensions are also significantly larger. The single function Dell 2350dn is approximately the same size as your current Dell 1720.

You must select a printer by December 18, 2011. If you do not make a printer selection the default printer will be the Dell 2350dn.

**Step 2 – Verify/Update delivery information.**

The new Dell equipment will be sent to the shipping address on file with UAN on the UANLink. Review the information and determine if a change is necessary:

**Shipments of this size cannot be delivered to a PO Box using package delivery companies.** If the shipping address contains a PO Box or is incorrect, please correct it.

The Auditor of the State will not be responsible for the reshipment of equipment and/or loss of equipment due to an incorrect shipping address. Any charges incurred as a result of an incorrect shipping address will be the responsibility of your entity.

**Accessing UANLink to select the printer and to update delivery information**

Log onto the profile web page by connecting to the internet, opening your web browser, and then opening the 'UANLink' web page at <http://uanlink.auditor.state.oh.us/>

- Click on the 'Profile Login' button in the upper right hand corner
- Enter your user name and password
- Once you have logged in, click on the 'Update Printer Information' option and then select the printer for your entity then scroll down to verify or update the shipping address.
- Please be sure to click on the 'Save' button at the bottom of the page to save your changes

Keep in mind that it may take up to 48 hours for the changes to appear online. All changes will be recorded and used prior to shipping any packages.

Additional correspondence will be sent to you in the future with detail on delivery and installation guidance. If you have any questions, please contact the UAN Support Line at (800)833-8261 or email [UAN\\_Support@auditor.state.oh.us](mailto:UAN_Support@auditor.state.oh.us).