



**Approved Printer/Scanner List**

Request for Quotes:

CDW-G:

200 N. Milwaukee Avenue  
Vernon Hills, IL 60061  
Attn: **Joe Masuli / Gio Trocchia**

Email: [joemasu@cdw.com](mailto:joemasu@cdw.com) and [gio.trocchia@cdw.com](mailto:gio.trocchia@cdw.com)

**For Printer Specs, Please visit  
<http://www.hp.com>**

**And type in the printer model**

**PRICES SUBJECT TO CHANGE**

*Approval from Frank Barra is needed prior to requesting a quote.*

| <b>Printer</b>  | <b>Price</b> |
|---|--------------|
| <b>HP LaserJet M507N (low volume 1-3 people max) black &amp; white</b>            | \$ 705.87    |
| <b>HP LaserJet M507DN (low volume 1-3 people max) black &amp; white</b>           | \$ 817.47    |
| <b>HP LaserJet M507X (low volume 1-3 people max) 3 paper trays, B&amp;W</b>       | \$1022.07    |
| <b>HP LaserJet M612DN (high volume 5+ people) black &amp; white</b>               | \$ 1942.77   |
| <b>HP LaserJet M4001N (single use only, no networking allowed) B&amp;W</b>        | \$259.47     |
| <b>HP Color LaserJet M554DN (single use only, no networking allowed) Color</b>    | \$743.07     |
| <b>HP Color LaserJet 5700DN (standard volume 1-3 people) Color</b>                | \$ 975.57    |
| <b>HP LaserJet M612X (75PPM, 2-sided print, 650 sheets) 3 paper trays B&amp;W</b> | \$2333.37    |
| <b>HP LaserJet M6701DN (high volume, 5+ people) Color</b>                         | \$1942.77    |
|   |              |

| <b>Scanner</b>                                | <b>Price</b> |
|---|--------------|
| <b>RICOH ScanSnap iX2500 Document Scanner</b> | \$ 455.69    |

The wireless capabilities of the printer are not permitted without prior authorization from University Systems and Security. Further, the wireless capabilities of the printer (if any) must be disabled.

**Revised 1/12/2026**



### **Printer Purchasing Process for Faculty and Staff (Drop Down Menu Option 2)**

All printer purchases for faculty and staff on-campus use must appear on OIRT's list of approved printer models. For the most up to date list of approved printer models, please contact the Purchasing Department. The purchase of any printer not on the list must be pre-approved by the CIO.

#### ***Determining if a printer will be directly connected or on-network***

Faculty and Staff Members have the option of either making a direct or network connection to the printer. A direct connection is when a printer is connected to single computer and an on-network printer means that multiple parties can print to it.

If you are planning to use a direct connection, simply purchase any printer contained on the Purchasing Department's list of approved models and follow the instructions for "Installing a Local Printer" in the "Connecting a Printer for Faculty and Staff Members" section below.

If your new printer will be on-network, please ask your department to open a UTAC ticket for USAN to investigate the viability of any data jacks in the vicinity of where the printer will be located. The full workflow for this process is shown in the following diagram.



New Printer Flow

