

State of Delaware Contract #GSS13091B-COPIER V01

End of Lease Equipment Return Form Canon

Please Fax/Email This Form 30 Days Prior to Lease Term Expiration to Canon (Dave Hess): 302-793-4012 or email to dhess@solutions.canon.com. If you have any questions or concerns please contact Dave Hess. at 302-793-4036 or via email.

Please note, it is possible that the equipment on this contract may be picked up before the agreement has terminated. The State of Delaware remains responsible for any pending payments to the term of the contract regardless of the location of the equipment. No additional payments or charges beyond the contract term will be incurred provided that all invoices are paid on time and in full.

Date of Request: _____ **Requestor Name:** _____

Contact Information

Name _____ **Title** _____

Email _____ **Phone Number** _____

Fax Number _____ **Authorized Signature** _____

Equipment Location Address: _____

Building Name, Room/Suite Number _____

City, State & Zip Code _____

Instructions: _____

Equipment Information

Copier Model & Serial Number _____ **Accessories** _____

Meter Read _____ **Date Form Faxed** _____

Lease End Date _____

Return Date Requested

Date: _____

Canon Acknowledgement

Date: Funding Notified _____ Shipping Instructions Sent _____

Shipping Instructions Rec'd _____

Lease No. _____

Canon End of Term Lease Notification
Hard Drive Removal Request/Data Security for Copiers

Disposal or Return of Existing Canon Equipment (End-of-Life)

Copiers placed under contract GSS13091B-COPIER V01 with Canon in which the agency requires deletion or removal of the existing hard drive. See below for options and pricing as of July 22, 2010.

Band 1&2: Are not equipped with hard drives. No information is stored on the copier. The only image stored will be the last impression. At point of pick up, delivery team will make a copy to clear last impression.

Applicable Models: IR1023/IR1025/IR2022/IR2525. No further action is required for Band 1 and 2.

Bands 3-10: The Agency must notify Canon of the chosen security option when Canon is notified 30 days prior to pick up of the machine/termination of the lease agreement. Canon will need both the model number and serial number when making this request. Canon will make arrangements based on the security options below:

ImageRunner:

Option 1: Standard Hard Drive Format. Standard Hard Drive Format-will clear all files, job logs, address books, customized user settings and all other data stored on the hard drive. To overwrite copier, please follow these few steps:

On the front panel.

* Press the Additional Functions Button

On the LCD screen.

* Press the System Settings Button

* Press the Initialize All Data Settings Button

- You will get a warning that this will clear all settings on the Hard Drive. When OK is selected the format takes place. This should only be done when returning copier.

*Applicable Models Bands 3-10: IR3030/IR3230/IR3235/IR5050/IR5055/IR5065/IR5075/IR7086v2/IR7095v2
IRC3380/IRC3480/IRC4580*

ImageRunner Advance Only:

Option 1: Standard Hard Drive Format. Standard Hard Drive Format-will clear all files, job logs, address books, customized user settings and all other data stored on the hard drive. To overwrite copier, please follow these few steps:

On the front panel.

* Press the Settings/Registration Key

On the LCD screen.

* Press the Management Settings**

* Select Data Management

* Press the Initialize All Data Settings Button

- You will get a warning that this will clear all settings on the Hard Drive. When YES is selected the format takes place. This should only be done when returning copier. This may take up to 30 minutes to initialize HD and overwrite the data.

**If your machine is using Department ID, the machine will prompt you for your system manager ID, the default system manager ID is 7654321 in the ID and PIN fields. If this number does not work, contact your administrator.

*Applicable Models Bands 3-10: IRC5030/IRC5045/IRC5235-IRC5255/IR6055-IR6075/IR6255-IR6275/IR4225-IR4251/IR4035/IR4051
IR6555i-IR6575i/IR8085-IR8095/IR8285-IR8295/IR8585i-IR8595i/IRC5535i-IRC5560i/IR400IF/IR1730IF*

Option 2: Hard Disk Drive Erase Service. Canon Business Solutions will provide a Hard Disk Erase service with a 3-pass overwrite process. This removes all Data using a multiple "wipe" process. Meets NIST 800-88 and 800-36 Purge and Clear Standards. Also meets "Sanitize" requirements included in the clearing and sanitization matrix provided by the Defense Security Service, a part of the DOD 5220.M specifications. All copiers completed thru Option I and II will be given a Certification of Completion. Payment will be made to Canon Business Solutions.

Option 3: Hard Disk Drive Replacement. Canon Business Solutions will replace your HDD with a new Blank HDD; the old HDD will be given to end user. Payment will be made to Canon Business Solutions.

Canon Device and End-of-life Security Acknowledgement Form
End of Term Options for Disposal or Return of Existing Canon Equipment

- Option 1: Standard Hard Drive Format.** Fee: \$0.00 (End-user accomplishes this option)

- Option 2: Hard Disk Drive Erase Service.** Fee: \$390.00

- Option 3: Hard Disk Drive Replacement.** Fee: \$535.00

By signing below, Customer acknowledges that it is Customer's responsibility to protect its information and that Canon is not responsible for Customer information that may reside on the copier or printer hard drive. Customer has been advised of services that Canon offers to assure protection against the inadvertent disclosure of Customer information that may reside on a copier or printer hard drive.

Customer Signature _____

Date _____

Canon Authorized Signature _____

Date _____

Contact Information (Contact must be present for Hard Drive Service by Canon)

Name _____

Title _____

Email _____

Phone Number _____

Fax Number _____

Equipment Location Address: _____

Building Name, Room/Suite Number: _____

City, State & Zip Code: _____