

**State of Delaware Contract #GSS19091-COPIER V01**

**End of Lease Equipment Return Form Canon**

Please Email This Form 30 Days Prior to End of Lease Term Expiration to Canon (Dave Hess): [dhess@csa.canon.com](mailto:dhess@csa.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	
<b>Name</b> _____	<b>Title</b> _____
<b>Email</b> _____	<b>Phone Number</b> _____
<b>Fax Number</b> _____	<b>Authorized Signature</b> _____
<b>Equipment Location Address:</b> _____	
Building Name, Room/Suite Number _____	
City, State & Zip Code _____	
<b>Instructions:</b> _____	
_____	
_____	
Equipment Information	
<b>Copier Model &amp; Serial Number</b> _____	<b>Accessories</b> _____
<b>Meter Read</b> _____	<b>Date Form Faxed</b> _____
<b>Lease End Date</b> _____	_____

**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 GSS19091-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 [Jan 15, 2019](#).**

Band 1: 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: IR400iF/IR525iF.*

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. A

**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.

**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:** \_\_\_\_\_