

## Print Services – Service Detail



### Overview:

Our Data Center centralized print services provide customers with services ranging from high volume laser printing to packaging, mailing and delivery with fast turnaround times, low prices and knowledgeable customer service.

### Features:

- ▶ **Printing** - Print Services staffs operate laser printers from print consoles and utilize direct output that is visually scanned to ensure print quality and alignment. Printing can be completed in all of the standard paper formats as well as for some non-standard laser paper, labels and special forms. Standard laser types include: 8.5 x 11 cut sheet, white roll paper, laser standard labels (1" x 1 7/16"), 3-hole punch (8.5 x 11 and white roll paper). These services are available based upon the hours of operation of the console for the customer.
- ▶ **Customer Stock Storage** - The CIO/OFT print center will maintain limited storage space for customer print stock. Up to a two week supply can be stored. If additional space is needed, there may be a cost that will be based on square footage and requirements for secure/nonsecure storage.
- ▶ **Burst/Trim/Decollate** - Bursting is the process that separates continuous form paper into individual sheets. Trimming separates pin feed strips from continuous form paper. Decollating separates multiple part forms into individual continuous parts.
- ▶ **Packaging** - Packaging includes any special print separation, sorting and breakdown of output, shrink-wrapping and placing output in envelopes or delivery boxes.
- ▶ **Mailing** - This service includes preparation of print for the US mail or courier services including addressing envelopes/boxes.
- ▶ **Delivery** - The delivery service moves packaged print from the print center to a customer destination at determined frequency.

### Benefits:

- ▶ Centralized print services for high volume, high speed jobs
- ▶ The ability to merge customer application data with preprinted or static electronic forms

Please contact CIO/OFT Customer Relations at [customer.relations@cio.ny.gov](mailto:customer.relations@cio.ny.gov) or 1-866-789-4638 or see our website at [www.cio.ny.gov](http://www.cio.ny.gov) for additional information.