Copier Management: University Contract Updates
New Contract Survey

• Current contract expires September 30, 2023.
• Survey posted online at as.lsu.edu under Copier Management to address copier needs and usage.
• Additional Features for new copiers
  – I meet quarterly with Xerox and they always have new things to offer. If within reason and multiple departments request the same features, we can see about adding that feature to our bid.
# Survey

New Copier Bid Survey - Formstack

## Copier Needs

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copier Contact</td>
<td>First name</td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Current Quantity of Copiers in Department</td>
<td></td>
</tr>
<tr>
<td>CM Numbers Associated</td>
<td></td>
</tr>
<tr>
<td>Are all copiers in your department needed?</td>
<td>Yes</td>
</tr>
<tr>
<td>Does your current machine have a high capacity tray?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Usage will be analyzed by Copier Management. Final copier distribution will be based upon overall needs of the University departments based on factors of machine cost, copier usage, and existing inventory.
Usage

• Each machine has a minimum guarantee to meet.
• If not meeting the guarantee, our office will reach out to see if down-sizing or sharing a machine is feasible.
• If above the guarantee, we will reach out to see if a larger machine or second machine is feasible.
• Again, copier distribution is at the discretion of Copier Management based on current usage.
Supplies

- Supplies (toner, staples, and waste containers) can be ordered online through a formstack form.
  - https://lsu.formstack.com/forms/toner_order_form
- There is no cost for supplies.
- Machine prompts you when it is time to reorder supplies and when time to replace.
- Please allow 3-5 days for delivery.
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