



# Copier Management: University Contract Updates



# New Contract Survey

- Current contract expires September 30, 2023.
- Survey posted online at [as.lsu.edu](https://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**

**Copier Contact**

<input type="text"/>	<input type="text"/>
<small>First Name</small>	<small>Last Name</small>

Phone

Email

Department \*

What is the current quantity of copiers in your department?

CM numbers associated? \*

Use commas to separate

If you are not currently participating in our Copier Management program, do you have a need to participate? \*

How many users are currently utilizing the copier (MFD)?

What additional features would you like to see on future copiers (MFDs)?

Are all copiers in your department needed? \*  
 No  
 Yes

Does your current machine have a high capacity tray?

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 fleet 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](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.



# Contact Information as.lsu.edu

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