

Copiers Solutions

Ordering Supplies

Shipping and Receiving will no longer stock copier supplies. To order supplies:

- Call 800-462-6797
- Provide the model and serial numbers
- Provide a list of requested supplies (toner, staples, developer or drum)
- Shipping and handling is included unless the department agrees to overnight delivery, then the DEPARTMENT will be charged a fee.

Ordering Paper

- Department prepares an “Expenditure Transfer” form by entering the FOAP where the paper is to be charged, signs, and returns the form to purchasing.
- Department places a work order with physical plant to order and deliver the paper.
- After purchasing receives the “Expenditure Transfer” form, physical plant is notified to deliver the paper.

Ordering Paper

The purchasing department orders paper in large quantities to provide paper at the lowest possible cost to the department.

- Place a work order on the VAX system under "PD". Shipping and Receiving will deliver five (5) or less cases at a time. If more than five (5) are needed, then allow time for the moving crew to make delivery.
- Sizes available are 8.5 x 11"; 8.5 x 14"; and 11 x 17" paper for the same price as purchasing is charged. For price information call purchasing – 7434.

To Place a Service Call

- Call 800-243-5556
- Provide the model and serial number, the copier location and a phone number.
- Imagistics will assign a confirmation number. Keep this number in case a follow-up call is necessary.

Reporting the Meter Reading

Readings must be submitted by the last week of the month or the department runs the risk of excessive overage charges.

To submit online copier readings, go to:

- <http://www.oceusa.com/index.jsp>
- Click on: Meter Reads
- Click on: Enter Imagistics equipment readings
- Enter: Model number
- Enter: Serial number
- Enter Zip: Usually 37040; if it doesn't work, try 37044
- Click NEXT
- Website confirms machine information and requests reading/effective date.
- Enter machine reading
- IMPORTANT***ENTER EFFECTIVE DATE AS LAST DAY OF THE MONTH!! ***
- Click Submit
- Website confirms that the reading has been accepted
- Click and drag to block entire screen
- Control + C
- Open an email message to mcknighta@apsu.edu
- Enter Control + V to paste the internet screen copy into the email.

Questions

- If you have any questions, please contact Patricia Fries at 221-7022 or friesp@apsu.edu.