

## Copier Solutions

**Ordering Paper** - The purchasing department orders paper in large quantities to provide paper at the lowest possible cost to the departments. Departments pay the same price that the purchasing department paid when the paper is ordered.

- Department prepares and “Expenditure Transfer” form by entering the FOAP where the paper is to be charged, sign, and forward the completed 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.
- 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.
- Available sizes are: 8.5 x 11, 8.5 x 14, and 11 x 17.

**Ordering Supplies** – Shipping and Receiving stocks no copier supplies. To order supplies:

- Call 1-800-462-6797
- Provide the model and serial number
- Provide a list of requested supplies (toner, staples, developer or drum)
- Shipping and handling is included unless the department agrees to overnight deliver then a fee is charged.

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

As a suggestion, please flag outlook calendar for the 25th of each month to submit the department’s copier meter reading **WITH AN EFFECTIVE DATE** of the **LAST** day of the month (i.e. 10/31/08, 11/30/08, 12/31/08, etc.)

To submit your reading on line:

- <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](mailto:mcknighta@apsu.edu)
- Enter Control + V to paste the internet screen copy into the email.

### **Copier as a Printer or Scanner**

**Printer – If the copier is used as a printer, the number of print pages count against the monthly copier allotment.**

**Scanner – If the copier is used as a scanner, the number of images do not count against the monthly copier allotment.**

**After the documents have been scanned, the images can be sent to email addresses.**

**Renewing the Copier for an Additional Year- Department is responsible for preparing a requisition and forwarding to purchasing. Requisition should be sent no later than June 15<sup>th</sup> of each year.**