

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. 10/31/07, 11/30/07, 12/31/07, etc.)

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.