



LSU Copier Management

Presented by:

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Manager of Finance & Administrative
Services

Auxiliary Services



Who makes up LSU Copier Management?

Copier Management Contact Information:
copiermgmt@lsu.edu and 225-578-2003
As.lsu.edu

- **Manager of Finance & Administrative Services**
 - Megan Melancon
- **Business Coordinator**
 - Faith Gray
- **Student Workers**
 - 3 students
- **Xerox Contracted On Site Technician**
 - Gerald Dunand
 - Break/fix tickets & supply notifications



Copier Services

Service & Additional Supplies (FMP)

Copier Moves

Update Copier Contact

Billing Account Updates

New or Additional Copier Request

Service & Additional Supplies

For service on the copier, please submit a service call through the Fleet Management Portal (FMP) with Xerox. Toner is proactively monitored and will be replenished once the levels reach 15%. Additional supplies such as staples, waste cartridges, belts, etc. need a break/fix service request through FMP.

All used toner cartridges can be recycled by emailing LSU Campus Sustainability at sustainability@lsu.edu.

FLEET MANAGEMENT PORTAL

xerox™ Fleet Management Portal

The screenshot shows the Xerox Fleet Management Portal interface. At the top, there is a navigation bar with a home icon and three dropdown menus: 'Printers', 'Supply Orders', and 'Break Fix Services'. Below the navigation bar, there are three main content cards. The first card is titled 'Printers' and has a printer icon; it contains a link to 'Printers'. The second card is titled 'Supply Orders' and has a shopping cart icon; it contains links for 'View Orders' and 'Order Supplies'. The third card is titled 'Break Fix Services' and has a wrench icon; it contains links for 'View Requests' and 'Request Service'. This third card is circled in red.





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Moving a copier?

Please put in a request using the form below. Please allow at least two (2) weeks lead time for moves to get scheduled. Scheduled dates will be based on the availability of the movers.

This is not a confirmation.

COPIER MOVE REQUEST



Copier Services

[Copier Contact Update](#)

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Copier contact updates?

Each department should have an assigned person to communicate copier needs and break/fix services. The contact person has authority to place break/fix service calls in the Fleet Management Portal. If the contact person changes within your department, please complete the form below, so we can update our records. The new contact personnel will receive their own username and password in order to login to the Fleet Management Portal.

[COPIER CONTACT UPDATE FORM](#)

To add a secondary Copier Management account, please click the following link and **open via web browser**:

[ADDING A SECONDARY ACCOUNT](#)



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Copier billing account updates?

If you need to update your account number for billing, please complete the form below. You will receive confirmation from Copier Management once the account has been updated. There is only one account number per copier.

BILLING ACCOUNT CHANGE FORM



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New or additional copiers in your space?

For a copier request, please fill out the form below. All requests will be reviewed before approving a copier placement.

[NEW OR ADDITIONAL COPIER REQUEST](#)



Be on the Lookout!

- Upcoming Deployment News
 - Currently finalizing a new contract with Xerox
 - Deployment **start date will be announced later.**
 - All devices are being replaced with new models
 - Fleet Management Portal is not changing
- Trainings
 - Will hold virtual meetings for new device training with the assigned departmental copier contact.
 - More information to come as we move to project scheduling
 - More important than ever to have the update contacts!
 - “How to’s” and Quick Reference Guide is on our website for end users.



QUESTIONS

Copier Management
copiermgmt@lsu.edu

FEEDBACK

Customer [Feedback Survey](#)
Website: as.lsu.edu
Email signature