



# 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

The image shows a screenshot of a survey form titled "Copier Needs". The form is partially obscured by a grey overlay at the top. The visible sections include:

- Copier Contact:** Two input fields for "First Name" and "Last Name".
- Email:** An input field for the respondent's email address.
- Department \*:** An input field for the respondent's department, marked as required.
- Phone:** An input field for a phone number, with a "1" entered in the first digit.
- CM4283, CM:** A dropdown menu with the text "Use commas to separate".
- Copier Management program, do you have a need:** A dropdown menu with "No" selected.
- If you are not currently participating in our to participate? \*:** A dropdown menu with "No" selected.
- What additional features would you like to see on future copiers (MFDs)?** A large text area for providing feedback.

# 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.





# Contact Information as.lsu.edu

- Copier Management
  - [copiermgmt@lsu.edu](mailto:copiermgmt@lsu.edu)
  - 578-2003
- Megan Melancon, Contracts & Billing Manager
  - [mwunst1@lsu.edu](mailto:mwunst1@lsu.edu)
  - 578-5114