



Copier Management

Presented by:

Megan Melancon

Manager of Finance & Administrative
Services



Who makes up Copier Management?

- Manager of Finance & Administrative Services
 - Megan Melancon
- Business Coordinator
 - Sarah “Faith” Gray
- Three Student Workers
- Xerox Technician
 - Gerald Dunand

First Point of contact should always be copiermgmt@lsu.edu



Automatic Emails

- Automatic Emails from Xerox
 - If you receive an automatic email and are unsure of what to do, please bring it to our attention as we are working to streamline the communication.

Thank you for your Xerox supply order.

This order was placed for **RM-124**.

Replace consumables only when prompted to by the device.

Our standard delivery time is 3-5 business days.

The following items were ordered on **12-AUG-2026** :

Supply Reorder Number	Description	Quantity
006R04693	K TNR METERED	1

You can confirm the status and view the progress of your order after midnight tonight at www.Xerox.com/orderstatus using Master Order Number **XC618442**.

You will receive additional notification when your order ships.

Please do not reply to this message, this is an unmonitored account. If you need further assistance, or do not wish to receive further email messages, please contact your Xerox Help Desk with reference number **KF672557**.

Thank you for choosing Xerox.



Copier Reminders

lsu.edu/auxiliary-services/services/copier-management.php

LSU AUXILIARY SERVICES

MYLSU APPLY VISIT GIVE

IMPORTANT LINKS

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

- Complete the necessary forms on our website if any changes need to be made. [As.lsu.edu](https://lsu.edu)
- **Secondary Contact:** If you have not requested a secondary contact, please complete a copier contact form so we can get a login issued.
 - If you already requested a secondary contact login, we are working with Xerox to have all the logins sent out.
- **Service Calls are placed through the Fleet Management Portal**



Common Questions

[Copier Management Box Link](#)

- **Printer Preferences**
 - Computer is not taking the printer preferences (i.e. color, 2 sided, staples etc.)
 - **Fix:** Email Copier Management so we can change a setting on the server side for those preference to be pushed out.
- **Copier Codes**
 - Computer is not prompting for a code
 - **Fix:** Ensure codes are turned on through Xerox Standard Accounting.
 - May have to email Copier Management to adjust a setting on the server side to push codes out.
- **USB**
 - Copier can take up to 15 seconds for the device to recognize the USB.
 - Upon insertion of USB, you get an error message referencing exFat, we are working on a solution with Xerox.



QUESTIONS

Copier Management
copiermgmt@lsu.edu
225-578-2003