

COPIER SUPPLIES AND SERVICE ORDERING INSTRUCTIONS
DO NOT USE THE PORTAL OR THE PHONE NUMBER LISTED ON YOUR COPIER.
SEND AN EMAIL TO: XBSSW-SATXSM@xerox.com

We now have a dedicated Support Team with Xerox. This should keep our orders from being cancelled. Xerox is still having supply issues, but this will bypass the outsourced supply group and help us escalate our order easier. If your copier is down, please make sure you put this information in the body of your email.

Subject:

Conroe ISD Supply Order – Name of School/Department

Body of Email:

Model of Copier

Equipment ID Number:

Serial Number:

School/Department Name

School/Department Address

List quantity and item(s) you need to order

Ex: 2 each – Toner; 3 each – Fuser

Subject:

Conroe ISD Service Order – Name of School/Department

Body of Email:

Model of Copier

Equipment ID Number:

Serial Number:

School/Department Name

School/Department Address

List what service is needed.