**Equipment Maintenance**

**COPIER USAGE**

Auxiliary Services calls monthly for the copier usage.

As of Jan 2019, Brandon Lloyd (email Brandon) calls for this usage/meter number from the copier.

**HOW TO GET METER READING**

On the copier:

< You may have to click “Energy Saver” to activate the copier. >

Click “Machine Status”

Click “Billing Information”

And report the Meter Reading to the person listed above in blue.