



Welcome to the Cost Per Copy Program:

Toner is Free!

However, you will need to order your re-fills and make sure you have adequate supplies on hand. You should have one in the machine and one on the shelf.

Just call 1-800-355-1390 – Have your Equipment Serial Number ready! This can be found on the sticker located on top of your device (should be right on the document handler).

Or Go to <https://emanage.csa.canon.com> – 24 hours a day/ 7 day a week – You will need to enter your machine's serial number into the system. Verify your current machine location and supplies delivery location.

Service is Included!

Just call 1-800-355-1385 Have your Equipment Serial Number ready! This can be found on the sticker located on top of your device (should be right on the document handler).

Or Go to <https://emanage.csa.canon.com> – 24 hours a day/ 7 day a week – You will need to enter your machine's serial number into the system. Verify your current machine location and supplies delivery location.

All you need to supply is the paper and a data-port/electrical supply

Monthly Meter Readings Required!

Please supply the CPC Coordinator with the phone and email address of the person(s) responsible for monthly meter readings.

On the 10th of each month, the coordinator will send all users an e-mail.

Copy/Scan readings should be taken between the 10th & 20th of each month (preferably at the same time each month).

Enter your meter reading on-line @ <https://scsapps.unl.edu/cpccountentry/default.aspx>

Color copiers will require a count for both B&W and Color Copies.

Please print a copy of your invoice for your Accounting Office.

Charges are sent to SAP on the 25th of each month.

Remember all Service, Supplies and Toner is included.

If you get solicitations, please decline and refer them to us at CPC, thanks.

If there are further questions or problems – Please call the CPC coordinator @ 402-472-3211

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