

# Xerox eConcierge<sup>®</sup>

## FAQs from Customers

### What is the Xerox eConcierge service?

It's the quickest, easiest way to order printer supplies. No more manually checking the supply levels of each of your networked printers, searching for model and part numbers, or looking for vendors who have your supplies in stock. Xerox eConcierge accurately gathers all the time consuming details and delivers the information to you via email. When it's time to place an order, the service pre-populates your shopping cart with the printer supplies you need, ready for your approval.

### Why should I use the Xerox eConcierge service?

Spend much less time managing your printers, avoid supplies rush orders, and virtually eliminate downtime. In addition, after two consecutive supply orders for each individual Xerox printer, Xerox will provide free extended service coverage\* as long as you continue placing your supply orders through the Xerox eConcierge service. The lifetime service coverage has an average value of \$1,280 per product. The annual savings on extended service coverage for all of your eligible Xerox printers adds up.

### How do I use it?

The service is provided at no cost by Shop Xerox. The Supplies Assistant, a small desktop application developed by Xerox, supports networked office printers from a variety of manufacturers. You can conveniently review the status of all of your printers online, at any time from any location. If supplies are running low you will receive an email alert, and when you're ready to place an order, the service provides an encrypted, secure online connection with one-stop shopping.

### Which printers are supported?

The Xerox eConcierge service supports networked office printers and multifunction systems manufactured by Xerox, Brother, HP, Lexmark and Samsung. It does not include printers on USB connections or devices under a Managed Print Service agreement.



### What kind of supplies are used to fill my orders?

The printing supplies provided through the Xerox eConcierge service are genuine quality to ensure reliable performance, dependable print yields and the excellent print quality you expect.

### How quick is the service?

Supplies are shipped within 24 hours after they are ordered. Standard shipment is ground, which can be upgraded to overnight whenever it's needed. Order status can be reviewed online, at any time.

### Is the service secure?

Yes, the Supplies Assistant communicates with the printers over your network through SNMP and HTTP protocols. Supply orders are placed through SSL secure encrypted data transfer.

### Is my information secure?

Yes, orders are placed via a secure server managed by Shop Xerox. The service is also provided and managed by Shop Xerox who can answer any questions you have about the service.

### What are my payment options?

Orders are placed online using a credit card. At this time, we cannot accept payment with gift cards.

### What are the terms and conditions?

The Xerox eConcierge service can be used any time without further obligation. However, in order to earn and maintain the lifetime service benefit on Xerox printers, the service must be used continuously without interruption. After 30 days and two consecutive supply orders for each individual Xerox printer, the extended service coverage for that printer begins.

### How do I install the Supplies Assistant desktop application?

Download the Supplies Assistant desktop application from [www.shop.xerox.com/econcierge](http://www.shop.xerox.com/econcierge) The application is quick and easy to install. Just follow the onscreen instructions to add it to a computer on the same network as the printers you support.

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### Minimum requirements:

- TCI/IP (Network Transmission Control Protocol) active
- Microsoft Windows 7 (Home or Professional), Windows 8 or greater (all versions except RT), Mac OS 10.8 or greater
- Internet Explorer 9 and 10 on Windows 7; Internet Explorer 10 on Windows 8; Internet Explorer 11 on Windows 8.1; Safari 6.1 on Mac OS 10.8; Safari 7 on Mac OS 10.9; Firefox 26 or Chrome 32 on Windows 7 or greater and on Mac OS 10.8 or greater
- 120MB RAM (70MB application, 50MB for monitoring service)

### How many people in my company can use the service?

The number of users is unlimited. Each copy of the Supplies Assistant desktop application monitors only the printers that each user has selected to manage.

### How will I know when to order supplies?

You will be notified by email when printer supplies are low. Alerts are triggered when printer supplies are nearing low levels and again when they have reached low levels. A "low level" is based on settings determined by the manufacturer, however you can see for yourself the percentage of remaining life for each supply online and decide whether or not it's time to place an order.

### How do I know what to order?

Don't worry about tracking down printer model numbers or individual part numbers for refills. The Supplies Assistant handles all of that. Just select the printer you want, to see a list of the correct supplies. If a printer has standard and high-capacity supplies, both options are listed.

### Are my supplies always in stock?

Orders are fulfilled by Shop Xerox/CDW. Inventory levels of most SKUs are stocked in bulk, so whatever you need is virtually always on-hand, ready to ship.

### How secure are my transactions?

The service is made available to you by Shop Xerox and is hosted and managed by Xerox Corporation. Order information is encrypted and transferred to the cloud via the Secure Socket Layers (SSL) protocol. Credit card transactions are managed by Shop Xerox.

### How are my printers serviced through the Xerox eConcierge service?

Your lifetime service coverage\* for eligible Xerox printers and multifunction systems is delivered through the Xerox network of Authorized Service Providers. To qualify simply use the service for a minimum of 30 days and with your second supplies order for each Xerox product, its extended service coverage begins. You must use the service continuously to maintain your coverage.

For more information or to download the Supplies Assistant desktop application visit:

[www.shop.xerox.com/econcierge](http://www.shop.xerox.com/econcierge)

\*Xerox will provide free extended service coverage over the normal supported life of that Xerox product as long as you continue placing your supply orders through the Xerox eConcierge service. The coverage will be the same as what was provided when the device originally shipped—quick exchange, depot repair or onsite. Xerox reserves the right to discontinue the service reward for a specific model at any time.

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