

Xerox, FAX, and Printer: Supplies and Service

Recycling Toner

Used toner cartridges/bottles for the Xerox, FAX, and IDT printers can be recycled. Save the old toner cartridges/bottles in a box. When a minimum of 5 cartridges/bottles have been collected, call Environmental Health and Safety at 4-6778. They will pick up the used toner.

Ordering Toner Cartridges

Library units with printer supply requests for toner/paper for all printers should be referred to Copy Services. For IDT supply requests below:

Toner Cartridge and Paper for Toshiba eStudio 282 Brother Toner Cartridge for Intellifax 2400 Toner Cartridge for HP Laserjet 8000DN Toner Cartridge for Xerox Phaser 6400	
Contact:	Copy Services, X42558

Servicing

Copier Service	
Contact:	Copy Services, X42558
Info needed by Copy Services:	Problem and room number

Brother Intellifax 2400	
If phone line problem, Contact:	SDSU Telephone Office, X43500
For service, Contact:	Copy Services, X42558.

Library units with printer problem requests for the following items should be referred to Copy Services or the InfoSys Service Desk as shown below.

Printers

Paper Jams on Copier/Printers	Call Copy Services, Michael McGovern
Troubleshooting Copier/Printers	Call Copy Services, Michael McGovern
Paper Jams on Public Paid Printers	Call Copy Services, Michael McGovern
Troubleshooting Public Paid Printers	Place SR with the InfoSys Service Desk
Paper Jams on F/S Printers	Place SR with the InfoSys Service Desk
Troubleshooting F/S Printers	Place SR with the InfoSys Service Desk

NOTE: The InfoSys Service Desk should use SANS for Staff Referral on SR's requiring printer repair.