

# Order a printer

**Article ID:** KB0024480

**Created:** 2025-04-22 09:58:55

**Updated:** 2025-04-22 11:55:24

**Author:** {'link':

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Title

Lexmark - printer orders procurement purchases

Purpose:

Follow these steps to order a new or replacement Lexmark printer.

Process

Step 1.

ALL Lexmark Printers Are required to be networked to be Eligible for Toner and Service.

If a request is being submitted for a NEW addition or replacement of a desktop USB printer, confirm a Network port is available and active. If this is not available, please have one requested and installed before printer Delivery. Instruction on this process can be found at: Network Data Jack Request

Example of Network Port required.

Step 2.

Printer orders are done through R2P.

Login to R2P

If you do not have access to R2P. Please submit an eAccess Request. eAccess (fmcna.com)

Step 3.

Select IT Equipment / ERS

Step 4.

Select LEXMARK PRINTERS and IT Asset Disposal Services

Step 5.

Read the step process and select the printer needed from the options available.

Step 6.

Include the Lexmark Disposal item (from the MX826 Bundle) to your cart if you REPLACING a current Lexmark Printer.

This will ensure Lexmark removes the old printer once the new one is delivered and installed.

Step 7.

Review the New Printer Install Requirements and Complete the site readiness form. Attach the Site Readiness Form to the order. NOTE: This form is required for the order to be processed.

Step 8.

Complete the Required information on the order.

Title of Request Ship to Location Need by Date Cost Center (within each item) Attach completed Site Readiness form Add any additional comments if needed

The Submit the Request.

Step 9.

Once approved, the request will be sent to the vendor to be processed.

Need additional assistance?

Contact the Help Desk or submit a service now incident. Please let them know the steps you followed and the title of the article as well as any errors that may have occurred. The Help Desk is your partner in resolving this issue.

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DTI-EUX-Unified Services Lexmark Printer Management – L3