

Canon supplies: Order, install, and recycle

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This article reviews how to order, install, and recycle supplies for Canon printers.

Attention: If you receive contradictory information from Canon, do the following:

- Note whom you were speaking with and the information you were given, and forward it to the [Help Desk](#).

Order supplies

Who: Designate a point person for orders. (typically an administrative assistant)

Where: Supplies are shipped to the location of the device.

What: You will need the following:

- [Device model](#)
- [Device serial number](#)
- [Canon supplies number](#)

Cost: Your department is not billed for replacement supplies.

Do not order from any source other than Canon.

Do not pay for supplies other than paper.

Find the device model

Find the serial number and Canon supplies number

What you should order

Install supplies

Installation instructions will be displayed on the device's touchscreen. **Follow each step exactly**; press **Next** to proceed.

Instructions can also be found from:

- Canon Customer Service

phone number is located alongside the [serial number](#)

- the [online user manual](#)

Don't forget to [order a new cartridge](#) for the one being replaced!

Recycle used supplies

Toner cartridges

Can be recycled using campus recycling.

Waste toner containers

Should be [sent to Canon to be recycled](#). Be sure to tighten the cap completely!

Require assistance with waste toner? Contact the [Help Desk](#) or [Canon Service](#). The copier will stop functioning if the waste toner collection is full.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the [Help Desk](#)!

Phone: [610-526-7440](tel:610-526-7440) | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor
