

# HP supplies: Order, install, and disposal

Last Modified on 02/27/2026 8:48 am EST

Tags: [HP printers](#)

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

## Issues with a HP printer?

Contact the [Help Desk](#).

## Order supplies

You may need your printer's [model number or serial number](#).

**Who:** designate a point person for orders; typically a Department Admin

**Where:** supplies can be ordered from **Office Technologies** [via E-Market](#)

**Cost:** your department is responsible for paying for supplies

The screenshot shows the Bryn Mawr E-Market interface. At the top, there is a navigation bar with 'BRYN MAWR E-MARKET', 'Invoices', and a search bar. Below this is a search bar with the text 'Search for products, suppliers, forms, part number, etc.' and a search icon. The main content area is divided into three sections: 'Catalog Suppliers - Hosted', 'Catalog Suppliers - Punchout', and 'Non Catalog Suppliers/New Suppliers - Forms'. The 'Catalog Suppliers - Hosted' section contains five cards: 'Fisher Scientific Lab Supplies/ Equipment', 'HILLYARD Janitorial Supplies/ Equipment', 'odp Office Supplies/ Furniture', 'OFFICE TECHNOLOGIES Toner' (highlighted with a red arrow), and 'VWR Lab Supplies/ Equipment'. The 'Catalog Suppliers - Punchout' section contains six cards: 'Airgas Gases/ Welding/ Safety Supplies', 'amazonbusiness Products not in other catalogs', 'Apple Computers', 'B&H Photo/ Video/ Audio Products', 'Complete Book Books/ Publications/ Media', and 'FESTIVAL General Supplies/ Tools/ Equip'. The 'Non Catalog Suppliers/New Suppliers - Forms' section contains three cards: 'PO Order Form PO sent to Supplier', 'PO Form-order already placed PO NOT sent to Supplier', and 'New Supplier Add Form Use to request a new supplier'.

## Why order from Office Technologies?

# Install supplies

Instructions may be displayed on the device's screen. If so, be sure to **follow them exactly**.

Instructions can also be found from:

- HP's [Support Website](#)
- the [online user manual](#)

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

# Disposal/Recycling

Toner cartridges from Office Technologies should be sent out to be recycled, using the following [shipping label](#).

# Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

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

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

**Location:** Canaday Library 1st floor

---