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

**Issues with a HP printer?**
Contact the [Help Desk](mailto:helpdesk@yourcompany.com).

## 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](http://www.oftec.com)  
**Cost:** your department is responsible for paying for supplies

**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](http://www.hp.com)  
- the [online user manual](http://www.hp.com)

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](http://www.oftec.com).  

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

Phone: 610-526-7440  
Email: help@brynmawr.edu  
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