HP supplies: Order, install, and disposal

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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

> **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**!

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