HP supplies: Order, install, and disposal

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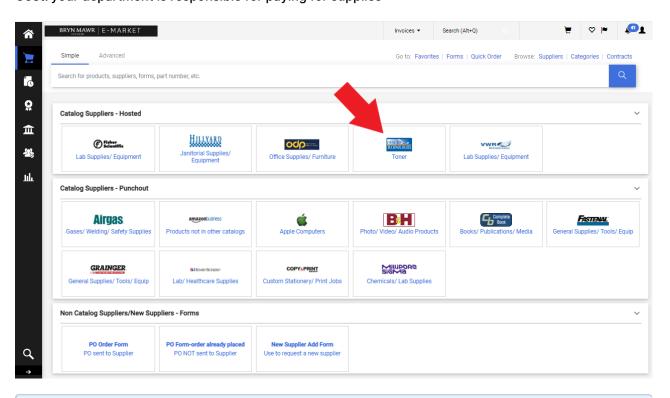
This article reviews how to order, install, and recycle supplies for HP printers.

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 \square .

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 | Service catalog []

Location: Canaday Library 1st floor