

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

The screenshot shows the Bryn Mawr E-Market website interface. At the top, there is a navigation bar with 'BRYN MAWR E-MARKET', 'Invoices', and a search bar. Below the navigation bar, there are tabs for 'Simple' and 'Advanced' search, and links for 'Go to: Favorites | Forms | Quick Order | Browse: Suppliers | Categories | Contracts'. A search bar is present with the placeholder text 'Search for products, suppliers, forms, part number, etc.'. 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), Hilliard (Janitorial Supplies/ Equipment), odp (Office Supplies/ Furniture), Office Technologies (Toner), and VWR (Lab Supplies/ Equipment). A red arrow points to the Office Technologies card. 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 FASTenal (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](tel:610-526-7440) | [Library and Help Desk hours](#) □

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

Location: Canaday Library 1st floor
