Printer Toner Replacement

When a cartridge runs out at a building, the person responsible for maintaining that leased printer must email Tammy Martin (martint@hasdk12.org) in the warehouse with the following information:

1. Building Name
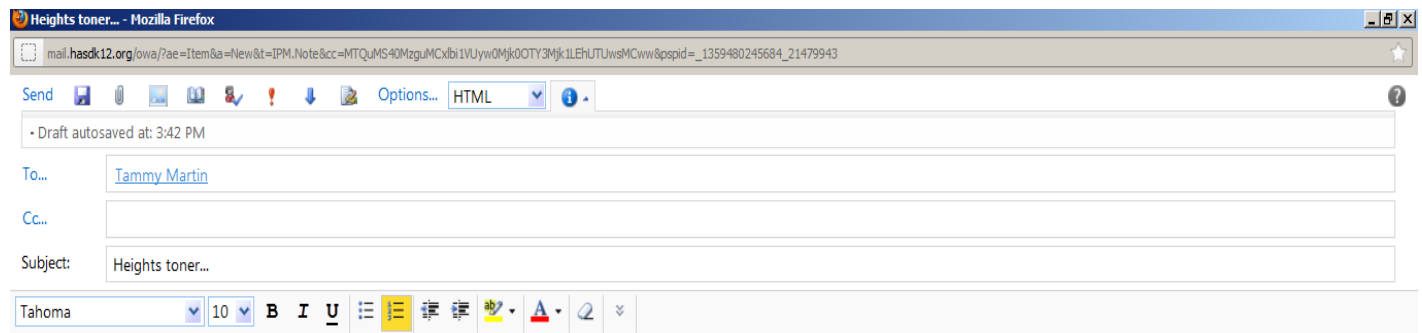2. Contact Person (John Tarone)
3. Asset Tag #
4. Serial #   (Open top cover and look for S/No to the right of toner cartridge)
5. Model #
6. Color Cartridge (if applicable)

In addition, any malfunctions of these leased printers must also be reported via email to the Technology Department Help Desk at requests@hasdk12.org

Heights toner... - Mozilla Firefox

mail.hasdk12.org/owa/?ae=Item&a=New&t=IPM.Note&cc=MTQuMS40MzguMCxlbi1VUyw0Mjk0OTY3Mjk1LEhUTUwsMCww&pspid=_1359480245684_21479943

Send | Options... | HTML

• Draft autosaved at: 3:42 PM

To... | Tammy Martin

Cc... |

Subject: | Heights toner...

Tahoma | 10 | **B** *I* U

I need a toner cartridge replacement.

1. Heights 24
2. John Tarone   (I install the new toner cartridge, so I am the contact person)
3. 12345
4. XPJ8612345   (Open top cover and look for S/No to the right of toner cartridge
5. Kyocera FS-3900DN

Start | 3:43 PM