Effective 03/22/12 all network printer (malfunctions) requests must be sent to [requests@hasdk12.org](http://mail.hasdk12.org/owa/redir.aspx?C=de346bd12bee41249a62b67ca82582a8&URL=mailto%3arequests%40hasdk12.org) and **not** Danielle Zola. **\*\*Note: This is not for the copiers**

Below is all the required information that needs to be sent in the email.

Subject of the email should simply be **Printer Problem**

1. Building           (Sample HTEMS room 211)
2. Asset Tag#      (Sample 55239)
3. Serial #            (Sample xpj8627594 Open the top of the printer, and you will

see the S/No.)

1. Model#             (Sample FS3900DN Kyocera)
2. Problem (Sample The toner cartridge is jammed/won’t accept, continual

 paper jams, call for service/clean etc.)

Thank you,

George Joseph

**Hazleton Area School District**

Information Technology Department

**Supervisor of Support Services**

570-459-3111 Extension 3132

**Please consider the environment before printing this email. Thank you!**

**Confidentiality Notice:** This e-mail and any attachments to it are confidential, privileged, and intended solely for the named addressee(s). The unauthorized use, disclosure, or alteration of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately and delete the e-mail.