Toner/Staple Replacement Process

Please find your printer brand below to determine how and where to obtain toner and staples.

Brand	Manufacturer	Laser	MFP	Staples	Toner
Kyocera	Rhyme	x	x	IT	Monitored
Lexmark	Ross Imaging	x	x	Monitored	(Laser) Options (MFP) Monitored
Sharp	Rhyme		x	IT	Monitored
Toshiba	Ross Imaging		x	Monitored	Monitored

Key:

IT – IT will monitor supply and order when low. Staff can pick-up in Bookstore.

Monitored – by Ross/Rhyme, will send cartridges if needed. Staff can pick-up in Bookstore.

Options – Call the Technology Service Desk (x: 4357) to see if IT has a replacement toner cartridge from a recycled printer. If not, call Tim Keenan (x: 3240) to order.

**NOTE: IT is in the process of phasing out Toshiba/Lexmark units through Ross Imaging and installing Kyocera/Sharp units through Rhyme.

Recycling Toner

Based upon your location, please follow these steps in recycling your toner cartridges.

- **BD/DO** – Place empty toner cartridge in a box and send to Ryan Romalia (FDL). Let him know it's an empty cartridge and it can be recycled.

- **FDL** – Place empty toner cartridge into large box (labeled *Recycled Toner Cartridges*) in the FDL mailroom.

- **WB** – Place empty toner cartridge into a box and give it to Terry Melaney (WB).