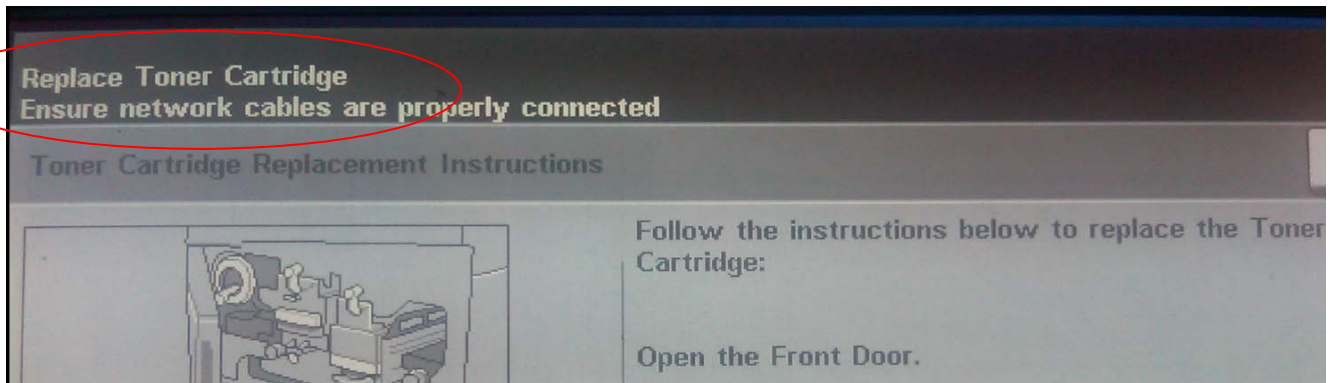


# Did you know?

**Xerox toner cartridges replenish automatically when alerted.**



Please do **NOT** replace any toner cartridges for print devices until there is a **Replace Toner Cartridge alert.** If you add toner prematurely, the automated process will not work because the device will never see the low toner status and toner will not be sent. Only replace the toner when an alert is received.

If toner is needed and the back-up toner is not there, please contact the IS&T Call Center at x5050 and then select number 1 which is associated with Printing, Copying and Faxing. Ask the Xerox help desk to create a ticket for Bill Carson to provide you with toner.

Thank you and think **green!**

To learn more about Managed Print Services (MPS) please email [Printprogram@csuohio.edu](mailto:Printprogram@csuohio.edu) or visit <http://mycsu.csuohio.edu/mps>

Managed Print Services provided by Xerox.

