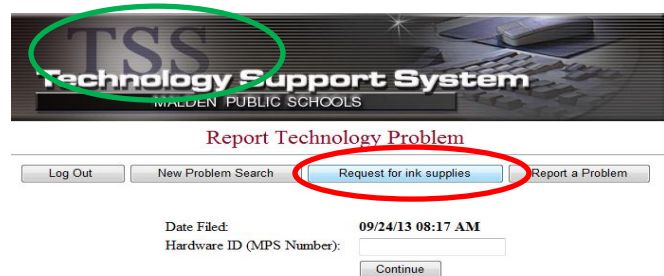


Procedure to Request Printer Toner Cartridge

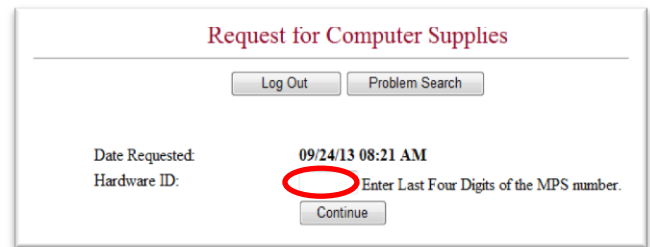
1. Open the MPS website: www.malden.mec.edu
2. Click **"For Teachers"**
3. Click **"Submit Technology Problem"**



4. Enter the password **"tss"**
5. Click **"Request for ink supplies"**



6. Enter the MPS # (blue sticker) found on your printer
7. Click **"Continue"**



Request for Computer Supplies

8. Enter your **LAST, FIRST** name
9. Enter your **school email address**
10. Use the drop-down menu to select the desired toner cartridge
11. Click **"Submit Request"**

A BTS with distribute the requested toner cartridge to you

Date Filed:	09/24/13 08:28 AM
Hardware ID:	A330
Room Number:	H108-A156
School:	MHS
Hardware Model:	LEXE260DN
User's Name*:	Last, First
User's Email*:	enter your school email address
Cartridge Number:	E260A11A, Black for Lexmark E260
	<input type="button" value="Submit Request"/>