

Toner Request Policy

Fill out the toner request form on the web.

Go to the Law School home page: www.law.umich.edu

At the bottom of the law home page click on Work Requests (circled in yellow)



Click on Toner Request Form (circled in red).

[Event Reservations](#)

- Audio-Visual Equipment & Services
- Law School Events Calendar
- Room Reservations

[Facilities](#)
Request Facilities services

[Infotech](#)
Help with computer and software problems.

[Toner Request Form](#)
Request a toner cartridge for your Law School printer

[PhotoRequest](#)
Law School photo request

[LawITSecurity](#)
Request for service on suspected viruses

Printer	Cartridge	OnBehalfOf	Department	Comments	Created	Delivered
HP LaserJet 4200	4200X22 aka 38A, 38X, HP Q1338A	JOHNLOYD	Student - Clinic	Student printer in 162 LR.	5/24/2011 9:42 AM	Yes

Current user: Loyd,John D
On behalf Of:
Department:
Printer:s
Cartridges:
Comments (e.g. pickup, delivery):

On behalf of: This is the person who will be using the toner. If it's a network printer or you don't have the correct choice available, leave it as yourself and add a comment.

Department: Select what is most appropriate.

Printer: Choose the type of printer.

Cartridge: Only the color printers have more than one choice.

Comments: Notes to IT, e.g. pickup, deliver, location of printer.

Request: Click to submit your request. This button will appear only after a cartridge is selected.