



earlyordering : copier/fax machine annual maintenance, service and supplies

*****TECH MOD SCHOOLS*****

SPECIAL NOTE: Tech Mod Schools, please do not order toner cartridges during early ordering. Wait to receive confirmation of the incoming printer model before placing orders for toner cartridges. Contact Technology Integration and Support at 240-314-2250 for more information.

Copier and fax machine annual maintenance, service, and supplies are based on the brand and type of your machine. When you prepare your requisition in FMS, please take note of the service provider for your equipment. **It is very important to list the model serial number and ID number.**

In FMS, go to the “Main General Store” and search by your machine brand or model. If you cannot locate your brand or model in FMS, please contact the Procurement Unit by email at Procurement@mcpsmd.org.

Maintenance, service, and supply providers (sorted by machine type):

- Gestetner 9002 and DSM790 High Volume Copiers
 - Service: MCPS TeamWorks Repair Program Supplies: MCPS TeamWorks Repair Program
 - Maintenance: No annual maintenance contract needed
- HP Printers and Copier/Printers (MFD's)
 - Service: In-house repair and service. Contact the HelpDesk for assistance. Supplies: Financial Management System (FMS) / Main General Store Maintenance: No annual maintenance contract needed
- All Other Gestetner, Ricoh, Savin, Lanier, and Sharp Copiers/Printers/Faxes
 - Service: Capitol Document Solutions, Inc., 301-230-9009
 - Supplies: Financial Management System (FMS) / Main General Store
 - Maintenance: Financial Management System (FMS) / Main General Store
- Maintenance Agreement Contact: Cindy Benedetti, Capitol Document Solutions. Inc.,
 - 12115-L Parklawn Drive, Rockville, MD 20852; 301-230-9009; CBenedetti@capitolds.com

How to order toner:

Search for toner cartridges in the FMS Main General Store, or the contract summaries. The Procurement Unit has both an Original Equipment Manufacturer (OEM) contract, and a Recycled Toner Cartridges (REMAN) contract.

To find toner cartridges in FMS, you can search in the following ways:

1. Search by the cartridge number followed by the wildcard (%), i.e. **Q6001%**
2. Search by the printer name or number followed by the wildcard (%) i.e. **HP 2600%**