Ordering supplies for Xerox Copiers and HP printers

The procedure for ordering paper for ComDoc copiers and printers has changed. Paper will be charged to a central budget named “PHOTO.” If you have a ComDoc printer or copier located in your department, use the procedure below to order paper for the device. Eaton Office Supply Co. will deliver copy paper directly to your office.

How to order paper for ComDoc copiers and printers:
1. Go to Eaton’s web-site: eatonofficesupply.com and enter your User Name and Password.
2. Choose a department: select “PHOTO Com-Doc Paper.”
3. You will be redirected to the Canisius College landing page: Go to My Account and select Favorites Lists from the drop-down box.
4. Select Managed Printer Copier Paper. The list contains only three items: White 20# paper 8.5×11, 8.5×14, and 11×17. Add items to your cart and check out. In the field labeled P.O. Number, enter PHOTO.

How to order toner for ComDoc copiers and printers:

1. To order toner and other printer supplies