

- **Connect Card.** Beginning February 1<sup>st</sup>, you will need to use a Connect Card to access the new Kyocera multi-function machines. If you do not have a Connect Card, please make arrangements to visit a Connect Card office during the month of January. Connect Card office locations and hours can be found on the following page: [Connect Card Offices](#)
- **Paper orders.** Effective immediately, Auxiliary Services will provide and purchase most paper for college copy machines and printers, including standard copy paper, legal and ledger paper, and colored copy paper. Departments will only be responsible for purchasing specialty papers such as transcript paper, card stock, pre-printed certificates, labels, transparencies, etc. Purchasing will no longer authorize requisitions for paper products that are provided by Auxiliary Services.

Paper can be ordered by submitting a Paper Order form to Auxiliary Services. The form can be found on the Auxiliary Services web page in the [Administrative Printing](#) tab. Paper orders will be placed weekly and will be shipped to Shipping/Receiving on each campus. Shipping/Receiving will then deliver all orders to the appropriate location. Therefore, when placing orders for paper, please plan for your paper needs in accordance with available storage space and allow sufficient time from order to delivery.

- **Supply orders.** Toner levels for all printers and copy machines are electronically monitored. When levels are low, an order is automatically placed and toner is shipped to the campus. There is no need to request supplies for the printers or copy machines.
- **Service requests.** All trouble shooting for service requests will be completed by Edison technology services staff. If repairs by a service technician are required, our technology staff will submit a request for a service call. If a machine is not working properly, please contact our [Technology Helpdesk](#) at 239-489-9202 or x1202.
- **Additional Training.** Additional basic training for the Kyocera multi-function machines will be offered on the following dates:

Day: Wednesday, January 8th  
 Location: Charlotte  
 Sessions: 4:00 PM (H-118 Faculty offices)  
 5:00 PM (G-110 Science faculty and classrooms)

Day: Wednesday, January 8th  
 Location: Lee  
 Sessions: 3:00 PM (A-110 Health sciences)  
 4:00 PM (H-223 Adjunct faculty work room)  
 5:00 PM (U-214R Classroom building)

Day: Wednesday, January 8th  
 Location: Collier  
 Sessions: 4:00 PM (M-218)  
 5:00 PM (E-213 Science building)  
 5:30 PM (E-213 Science building)

If you would like training on an advanced feature, please notify Auxiliary Services with information on requested training and preferred date and time.