



STANTON TERRITORIAL HEALTH AUTHORITY

Yellowknife, Northwest Territories

TITLE: Xerox Photocopy/Fax Supplies Ordering	Revision Date: 17-July-16	Issue Date: 17-July-14
Document Number: SCM90300	Status: Approved	
Distribution: Specimen Control Manual	Page: 1 of 3	
Approved by: C. Case, Manager of Diagnostic Services	Signed by: <i>Cheryl Case</i>	

PURPOSE:

The purpose of this procedure is to allow the user to order Xerox Photocopier/Fax Supplies for the laboratory when required. This procedure can also be used to call for service for the Xerox Photocopier/Fax Machine.

SUPPLIES:

- Telephone
- General Laboratory Order Log

PROCEDURE INSTRUCTIONS:

Step	Action																		
Ordering Xerox Photocopier/Fax Supplies																			
1	When calling Xerox to order supplies, be sure to have the following information available:																		
	<table border="1"> <thead> <tr> <th></th> <th>Fax Machine</th> <th>Photocopier</th> </tr> </thead> <tbody> <tr> <td>Location</td> <td colspan="2">Laboratory Stanton Hospital</td> </tr> <tr> <td>Contact</td> <td>Cheryl Case (867)669-4165</td> <td>Carolyn Russell (867)669-4166</td> </tr> <tr> <td>Serial Number</td> <td>RYU007649</td> <td>AE9910339</td> </tr> <tr> <td>Model Number</td> <td>M20i</td> <td>Work Centre 5330</td> </tr> <tr> <td>Account Number</td> <td>1061047</td> <td>N/A</td> </tr> </tbody> </table>		Fax Machine	Photocopier	Location	Laboratory Stanton Hospital		Contact	Cheryl Case (867)669-4165	Carolyn Russell (867)669-4166	Serial Number	RYU007649	AE9910339	Model Number	M20i	Work Centre 5330	Account Number	1061047	N/A
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The phone number is 1-800-668-0199																			

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2	The following items are available: <ul style="list-style-type: none"> • Toner – when down to one, order 2 more • Drum – when down to one order 1 more
3	Log the order on the General Laboratory Order Log (GLM20000).

Step	Action																		
Ordering Xerox Technical Support																			
1	<p>When calling Xerox to order Technical support, be sure to have the following information available:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%;">Fax Machine</th> <th style="width: 35%;">Photocopier</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Location</td> <td colspan="2" style="text-align: center;">Laboratory Stanton Hospital</td> </tr> <tr> <td style="text-align: center;">Contact</td> <td>Cheryl Case (867)669-4165</td> <td>Carolyn Russell (867)669-4166</td> </tr> <tr> <td style="text-align: center;">Serial Number</td> <td>RYU007649</td> <td>AE9910339</td> </tr> <tr> <td style="text-align: center;">Model Number</td> <td>M20i</td> <td>Work Centre 5330</td> </tr> <tr> <td style="text-align: center;">Account Number</td> <td>1061047</td> <td>N/A</td> </tr> </tbody> </table> <p>The phone number is 1-800-939-3769. You must also call the Xerox sales agent, Eric Knott at 873-6066.</p>		Fax Machine	Photocopier	Location	Laboratory Stanton Hospital		Contact	Cheryl Case (867)669-4165	Carolyn Russell (867)669-4166	Serial Number	RYU007649	AE9910339	Model Number	M20i	Work Centre 5330	Account Number	1061047	N/A
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RELATED DOCUMENTS:

- SCM90000 General Laboratory Order Log

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REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	30Jun-13	Initial Release	B. Hussey
1.1	17Jul14	Added information for the copier, reduced order quantities.	C. Russell