Printers & Ink

MANAGING YOUR PRINTER & INK/TONER NEEDS

Simple steps to success

PRINTERS

INK/TONER

ORDER AND REGISTER A NEW PRINTER

1. Order new printers through your site/department purchasing administrator
2. Any printers ordered through the APS Staples Advantage account will be added to the unlimited ink program
3. Add a printer to the Unlimited Ink Program through Nimbus (http://www.atlantapublicschools.us/support)

MOVE A PRINTER

1. Sign into Nimbus (http://www.atlantapublicschools.us/support), click "Submit a Request", click "Ink, Copiers and Printers" then select "Relocate Existing Printer or Copier" and complete form (http://www.atlantapublicschools.us/support)
2. Oops - If you have already moved the printer without technical assistance, submit the above request form in Nimbus, indicate printer is moved and list new printer location.

REMOVAL OF A PRINTER FROM THE UNLIMITED INK PROGRAM

1. Sign into Nimbus (http://www.atlantapublicschools.us/support), click "Submit a Request", click "Ink, Copiers and Printers" then select "Remove Printer from Unlimited Ink/Toner Program" and complete form.
2. Mark printer for disposal and the IT Logistics team will work with the site Field Tech to remove.

ID YOUR INK

1. Find your printer ID number (eg:XOOA1BCD or A00056) located on the white tag or blue tag affixed to the printer
2. No tag or ID number? Sign into Nimbus (http://www.atlantapublicschools.us/support), click "Submit a Request", click "Ink, Copiers and Printers" then select "Add New Printer(s) to the Unlimited Ink/Toner Program" and complete form.

ORDER INK OR TONER

1. Sign into Nimbus (http://www.atlantapublicschools.us/support), click "Submit a Request", click "Ink, Copiers and Printers" then select "Ink/Toner Request" and complete form.
2. You can also call x1000 Option 1.
3. Provide the printer ID/asset number.
4. Ink delivery takes 5-7 business days and will be shipped to your site/department key contact

RECYCLE OLD INK/TONER

1. Deposit used ink cartridges in the ECO Boxes located onsite.
2. If you are not sure where your site ECO Box is located, contact your site/department key contact

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