

Central Photocopy

Paper and Toner Orders

Monthly departmental copy charges include regular 20# 8.5 x 11 white bond paper and copier toner.

Service Calls

Service requests may be placed by calling our Photocopy Hot Line at 410-704-3257. Service calls will be placed as soon as they are received. The individual service technicians are given a 24-48 hour turnaround time to come and service the copiers, depending on their schedules.

Paper Orders

When your paper supply is down to one carton, contact us to replenish your supply. Please allow 2 working days for delivery. *Note that these paper supply orders are strictly for your departmental copier. If you require white bond paper for your laser jet, please place an order with your local office supply store.* Central Photocopy will be monitoring the copies made and the paper usage. We will contact the department areas with any discrepancies that occur and bill accordingly for the excess paper usage.

Toner Orders

When you place your last toner cartridge in the copier, contact us and we'll send you two additional cartridges. Please allow three working days for delivery.

Central Photocopy
Cook Library Lobby, Located in Copies Plus
Hours: Monday through Friday, 7:30 a.m. to 4:00 p.m.

Photocopy Hot Line: 410-704-3257