

To order toner for the Xerox 3250:

- 1) Navigate to <http://www.ldscatalog.com>
- 2) Select the “Units” tab (green circle)
- 3) Enter unit login information and press “Logon” (red circle)
 - a. If you do not have/know your unit logon info, contact the distribution center to have them mail the bishop a reminder card (801-240-3800)

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

DistributionServices
The Church of Jesus Christ of Latter-day Saints

Home Register Shopping Cart **Units** Quick Order Contact Us

Logon | Register for a New Account Customer Service (U.S. and Canada) 1-800-537-5001 Quick Search: Search

Find Products

- New Items
- Artwork, Museum of Church History and Art
- Catalogs
- Church Organizations
- Family History
- General Conference
- Gospel Study Resources
- Magazines
- Missionary Work
- Materials for those with Disabilities
- Music
- Other Language Materials
- Pictures & Visual Aids

Units

[Annual Church Materials Order](#)
Order your 2010 annual church materials

- [View Instructions](#)
- [Print Order Forms](#)

[S&I Annual Curriculum Order](#)
Order your 2010-2011 Seminary and Institute materials

[Unit Administration Materials](#)
Materials for Unit Administration

- [Activities](#)
- [Communication Technologies](#)
- [Forms](#)
- [Materials for those with Disabilities](#)

You must logon as a unit to view all applicable items and links.

Logon ID:

Password:

[Forgot your password?](#)

Logon

- 4) Once you have logged in, select “Order Office and Activity Supplies (red circle below)

Hello | Logoff | My Account Customer Service (U.S. and Canada) 1-800-537-5001 Quick Search: Search

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- Other Language Materials
- Pictures & Visual Aids
- Public Affairs
- Scriptures
- Seminaries and Institutes
- Supplies
- Temple Clothing & White Apparel
- Unit Administration
- Video Recordings
- Welfare Services

Units

[Annual Church Materials Order](#)
Order your 2010 annual church materials

- [View Instructions](#)
- [Print Order Forms](#)
- [Place Order](#)

[S&I Annual Curriculum Order](#)
Order your 2010-2011 Seminary and Institute materials

[Unit Administration Materials](#)
Materials for Unit Administration

- [Activities](#)
- [Certificates and Jewelry](#)
- [Communication Technologies](#)
- [Finance and Records](#)
- [Forms](#)
- [Handbooks and Instructions](#)
- [Materials for those with Disabilities](#)
- [Meetinghouse Care](#)
- [Military](#)
- [Patriarchs](#)
- [Temples](#)

[Order Office/Activities Supplies](#)
Corporate Express is an authorized Church supplier.

[My Account](#)

5) Select payment method based on the country you live in (see red circle below)

Back Home My Account Shopping Cart Units Quick Order Contact Us

Hello [redacted] | Logoff | My Account Customer Service (U.S. and Canada) 1-800-537-5001 Quick Search: [input] Search

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Corporate Express Gateway

The following supplies are available for local Church units from this approved Church supplier.

- Activity Supplies
- Banquet Supplies
- Office Supplies
- Athletic Supplies
- Copy/Computer Supplies
- Toner
- Audio Visual Supplies
- Missionary Pass-along Supplies

ORDER ON-LINE -- DIRECT BILL TO LOCAL UNIT BUDGET

Order by clicking on the country where you want the shipment sent.

[United States](#) [Canada](#)

ORDER ON-LINE -- PAY WITH CREDIT CARD

Order by clicking on the country where you want the shipment sent.

[United States](#) [Canada](#)

ORDER BY PHONE

Customer Care Hotline = 877-295-0003

Business hours are Monday-Friday 7:00 AM to 7:00 PM - Mountain Time

6) This will redirect you to the E-Way site. There are several purchasing categories. Select one of the options under “Office Essentials” – preferably “toner”, but it doesn’t matter (see green circle below).

STAPLES Advantage

Keyword Item Number Search

Set Default Shopping List ~Office and Libra... View

Cart Items: 0 Order #: NOT SAVED

Home My Profile Support Log Off

Products Toner & Ink Order Status Shopping Lists Specials

Thank you for using E-Way.

Please choose a category below to begin your order, and click the "Home" link at the top of the screen to return to this page.

SECURE CHECKOUT

E-way user Guide

Office Essentials

- [General Supplies](#)
- [Paper](#)
- [Calculators](#)
- [Typewriters](#)
- [Toners](#)

Banquet Supplies

- [Table Coverings](#)
- [Utensils](#)
- [Plates, Cups, Napkins](#)

Activity Supplies

- [Camping](#)
- [Cooking](#)
- [First Aid Kits](#)
- [Shelters & Tarps](#)
- [Sleeping Bags](#)

Audio Visual

Athletic Supplies

- 7) Selecting and option under Office Essentials directs you to Staples' corporate page. From here, you can search for and order office supplies at a corporate discount rate. For toner, it may be best to search by item number. See the red circle below for where to select this. Default is by keyword.

STAPLES Advantage

Home | My Profile | Support | Log Off

Cart Items: 0 Order #: NOT SAVED

Set Default Shopping List ~Office and Libra... View

Keyword ☒ Item Number ☐ Search

Products | Toner & Ink | Order Status | Shopping Lists | Specials

To add an item to your Shopping Cart, type a quantity into the Qty field provided and click the Add to Cart button. [More...](#)

Shopping List Name: **Toners**

Shopping List Note:

Hide Images Sort by: Group Name, A - Z Printable Version

Description / Category:	Group Name:	Manufacturer / Item No.:	Qty:	Unit Price:
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- 8) The item number for Xerox toner cartridges is the cartridge number preceded by "XER". Keep in mind there are usually two versions of cartridge – normal capacity and high capacity. For Xerox cartridges, Staples only seems to carry the high capacity cartridge. So for this example, the normal cartridge is "XER106R01373", which is not offered. However, the high capacity cartridge "XER106R01374" is.
- I have blocked out the price here due to copier_admin's hesitation to mention prices.

STAPLES Advantage

Home | My Profile | Support | Log Off

Cart Items: 0 Order #: NOT SAVED

Set Default Shopping List ~Office and Libra... View

Keyword ☐ Item Number ☒ Search

Products | Toner & Ink | Order Status | Shopping Lists | Specials

To add an item to your Shopping Cart, type a quantity into the Qty field provided and click the Add to Cart button. [More...](#)

Results for: **"xer106r01374"**

Custom Filters

I Ordered Before My Company Ordered Before

Showing 1 to 1 of 1 items

Compare Selected Sort by: [v]

Laser Toner Cartridge, 106R01374, High-Yield, 5000 Page Yield, Black

Xerox - XER106R01374

Qty [] []

Compare Add to Cart Add To List

Compare Selected Hide Images

- 9) Once you have found your cartridge, follow the checkout procedures (select quantity > add to cart > proceed to cart).