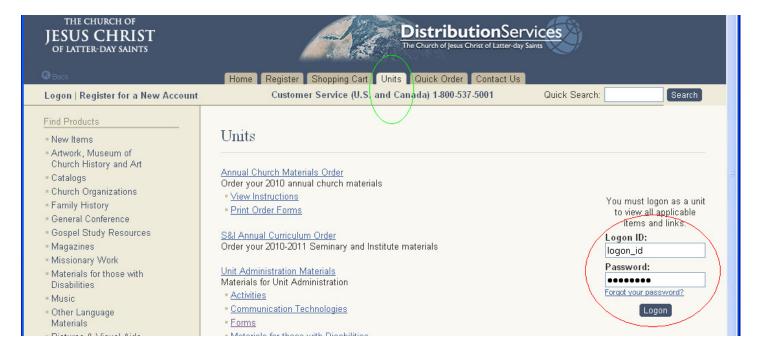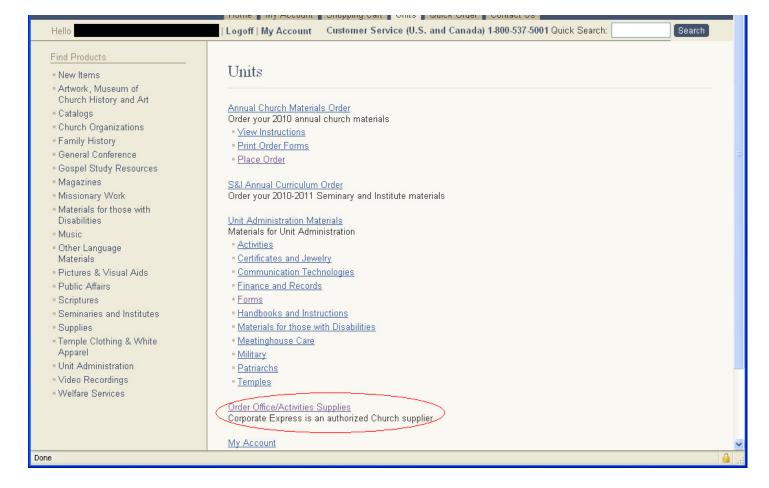To order toner for the Xerox 3250:
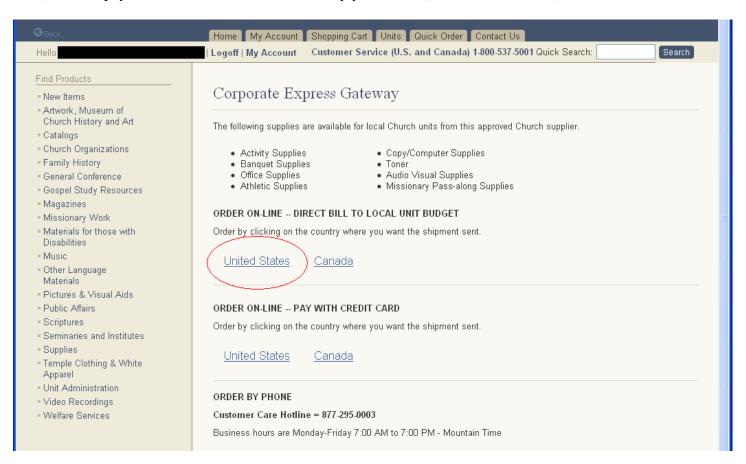
1) Navigate to http://www.ldscatalog.com
2) Select the "Units" tab (green circle)
3) Enter unit login information and press "Logon" (red circle)
   a. If you do not have/know your unit logon info, contact the distribution center to have them mail the bishop a reminder card (801-240-3800)

4) Once you have logged in, select "Order Office and Activity Supplies (red circle below)
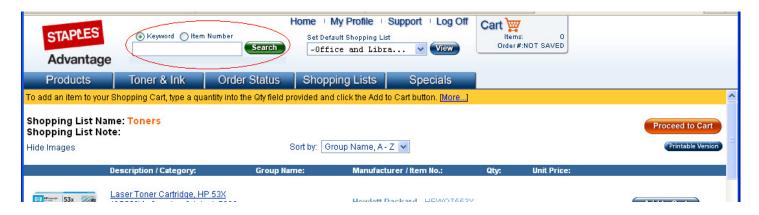
5) Select payment method based on the country you live in (see red circle below)
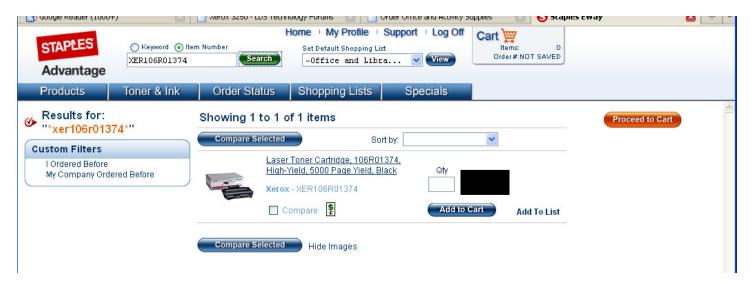

6) This will redirect you to the E-Way site. There are several purchasing categories. Select one of the options under "Office Essentials" – preferably "toner", but it doesn't matter (see green circle below).

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.

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.
   a. I have blocked out the price here due to copier_admin's hesitation to mention prices.

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