

Montclair State University
International Laser
Laser Printer Toner Cartridges

On-Line Ordering Instructions

- Go to MSU Mart on Procurement Services web page:
http://www.montclair.edu/pages/procurement/procurement/msumart_office.html
- Click on the link for refurbished toner cartridges:
<http://web5.4miles.com/INTLaser/Security/Login.asp?silent=&uid=&page=/intlaser/main.asp&qstr=>
- You will enter International Laser's Web Site
- Scroll up to the Menu Bar (right side) and Click on **“Login”**
- You will enter the Login Page
 - Enter user name: **msuser**
 - Enter password: **mslaser**
 - Click on **“Login”**
- You will enter a blank screen. Go up to the menu and click on **“Orders”**
 - The drop down will reflect **“New Orders”**, click here
- The Web Page Dialogue Screen will appear, and you will need to enter **all** of the following:
 - Requisitioner's name, email address, department and campus delivery address (building and room number)
- You must enter either a *PO number **or** p-card number, expiration date and cardholder's name*
 - Once you have entered all required fields, click **“Continue”**
- You will enter the **“Order Entry”** screen
 - Scroll down to the appropriate Printer Model or Part #
 - Enter the quantity (you may have to delete the existing “0”)
 - Hit the “Tab Key” after each quantity entry
 - When you have completed your order click on **“Submit”** at the bottom of the screen.
 - After the order is submitted click on **“Save”** to save the order
 - You will go back to a blank screen. Click **“Log Out”**
 - You will receive an email confirmation of your order
- For any problems relating to the web site, contact International Laser Customer Service 1-800-468-5527
- For any purchasing problems, contact Klavdiya Hammond x 7858 or John Goscinski x 5468