Public Use Machine: Canon Model 6221
- This machine is leased from Pacific Office Equipment, Port Angeles. Paper, service and supplies* are provided at no charge.
- The copier tag # is: 004566 (this # may be needed for repairs)
  - For service and /or supplies, call 452-9755 between the hours of 8:30 – 5:30, M-F.
- Paper:
  - The paper is stored on the bottom shelf beneath the west end of the circulation counter. When adding paper, first remove any remaining paper from the tray. Fan new paper to separate the sheets slightly, place in tray, and replace old paper on top of new.
- Toner cartridge:
  - The cartridge used is a Canon black dry ink toner cartridge (packaged in a box of four), stored on the bottom shelf beneath the west end of the circulation counter.
  - When only one box of cartridges remains, call 452-9755 and request more.
  - Cartridge cannot be recycled. Discard after changing.
- Coin Box:
  - Pacific Office Equipment personnel are responsible for maintaining and emptying the coin box.

*Detailed information (manuals, etc.) can be located in the filing drawer at the circulation desk under the heading of “Copy machine - public.”

Shipping & Receiving Room Machine: Model 5318
- Peninsula College owns this machine. All supplies must be ordered via purchase requisition.
  - For service, call 1-800-822-2979
- The machine’s serial # is 4M6366107