Canon | MyCanon Business



QUICK START INSTRUCTIONS

HOW TO ORDER TONER/SUPPLIES

Video tutorials available on Order Contract Supplies pages.

- Select “Order Contract Supplies” under the “Products & Supplies” tab.
- Choose your serial number from the list of assigned devices or search for the devices using the search field on the left.
- Provide a meter reading (if required, boxes will be yellow).
- Select the quantity of the supply item required, then select “Add to Cart”.
- Select “Add More Items” to order for additional machines. If selected, please repeat previous steps.
- If not, select “Enter Shipping/Billing Information”.
- Choose and confirm your shipping address for the order.
- Enter the first name, last name, and telephone number to whom the package is being shipped in the “ATTN LABEL” field and then select “Check Out”.
- After reviewing your order details, select “Place Order” to have the order submitted for processing.
- The confirmation number will be emailed to you. Please allow three-to-five business days for the shipment of the order. You will receive an email once the order has shipped. You can check the status of your order by going to Product & Supplies and clicking on Open Supply Orders.

For any questions or concerns, please contact MyCanon Business Support at MyCanonBusiness@cusa.canon.com or call 800-613-2228.



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