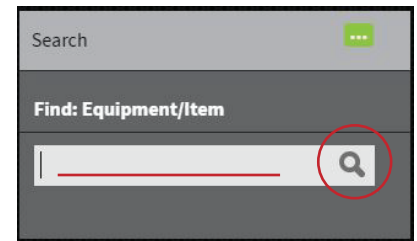
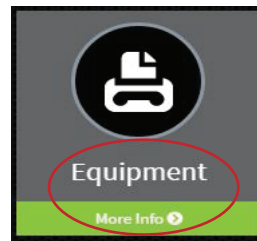
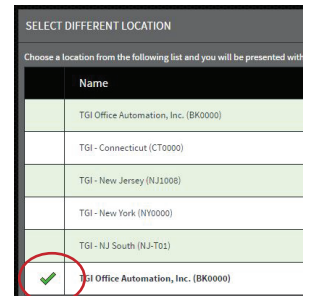
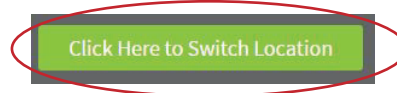
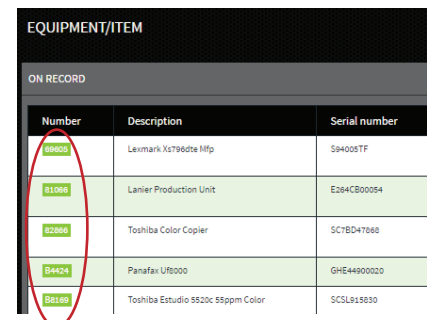
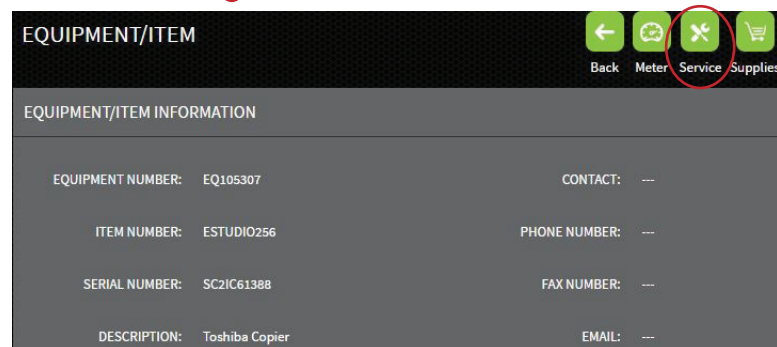


# HOW TO PLACE A SERVICE CALL

1. Select the **Location** where the machine is located. **Switch Location** if necessary.
2. Locate the equipment that is in need of service by either:
  - Clicking the Equipment tile -OR-
  - Typing the ID # or Serial # into the **Search** bar
3. The **Equipment** page opens displaying the list of equipment at the site you selected. Click the equipment **Number** of the device that requires service.
4. Click the green **Service** button on the top right of the page. The **New Service Call** page will display.
5. Enter a **Customer PO Number** (Optional). In the **Description** section, type in the problem you are experiencing.
6. Click the green **Save** button to place the service request.

Number	Description	Serial number
89605	Lexmark Xs796dte Mfp	594005TF
81068	Lenier Production Unit	E284CB00054
82868	Toshiba Color Copier	SC7BD47688
84424	Panafax Uf8000	GHE44900020
86189	Toshiba Studio 5520c 55ppm Color	SCSL925830



**EQUIPMENT/ITEM**

Back Meter **Service** Supplies

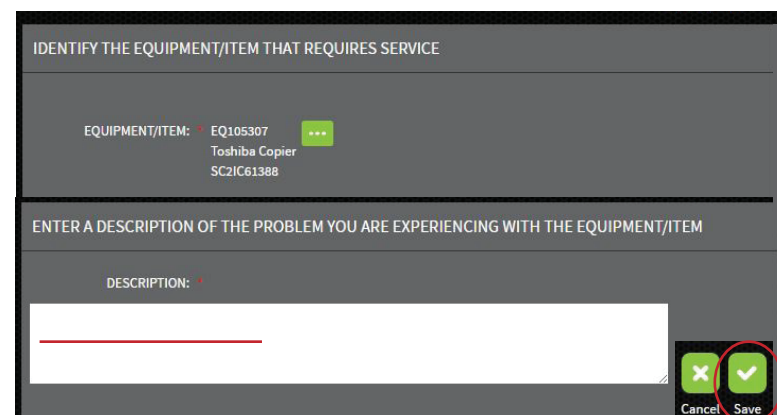
**EQUIPMENT/ITEM INFORMATION**

EQUIPMENT NUMBER: EQ105307 CONTACT: ---

ITEM NUMBER: ESTUDIO256 PHONE NUMBER: ---

SERIAL NUMBER: SC2IC61388 FAX NUMBER: ---

DESCRIPTION: Toshiba Copier EMAIL: ---



**IDENTIFY THE EQUIPMENT/ITEM THAT REQUIRES SERVICE**

EQUIPMENT/ITEM: EQ105307 Toshiba Copier SC2IC61388

**ENTER A DESCRIPTION OF THE PROBLEM YOU ARE EXPERIENCING WITH THE EQUIPMENT/ITEM**

DESCRIPTION:

Cancel Save