

How to Order Printer Ink

Note: Ink orders for Special Account students are received and ordered by the Copy Center. If you have any questions regarding placing an ink order or questions regarding an order you already placed, please contact the Copy Center at printshp@uccs.edu or (719) 255-3213.

Before you begin:

Only **ONE** set of ink per semester is permitted (i.e. one black cartridge and one color cartridge) unless otherwise specified by your VR&E counselor.

If you are using VR&E Chapter 31, you must submit a Request for Enrollment Verification (REV) every term. Instructions can be found here: <https://military.uccs.edu/current-students/enrollment-certification>. Ink orders will not be processed if your REV form has not been submitted.

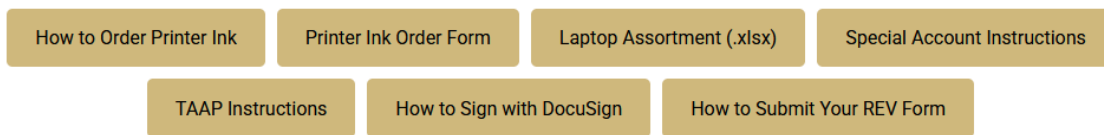
Special Accounts operate on structured opening and closing dates each semester. Open and close dates will be emailed once you are approved.

**Ink orders cannot be processed without:

- Active VR&E authorization from your VRC
- Correct ink cartridge information

Step 1:

Go to <https://www.uccsbookstore.com/special-accounts> and click “Order Printer Ink” (see below)



Step 2:

Locate your printer ink brand and model number.

Examples of ink cartridge models:

HP 910 Black

HP 910 Color

Canon PG 245 / CL 246

Epson 232



How to find your ink model:

- Option 1 (see above)
Check the box from your most recent ink purchase.
The cartridge model number is printed on the packaging.
- Option 2
Open your printer.
Allow the ink carrier to move to the center.
Carefully remove the cartridge if needed.
Look for the model number printed on the top or side label of the cartridge.
- Option 3
Check your printer's display settings.
Some printers list cartridge information under "Ink Levels," "Supplies," or "Maintenance."



Step 3:

Complete the ink order form. Please double check spelling and numbers before submitting.

You will need to provide:

- Full Name
- Email
- Phone number
- Student ID number
- Delivery method
- Printer brand, model, & quantity requested (*only one black and one color cartridge will be approved per semester unless otherwise specified*)

Once order form is submitted:

1. Account approval and authorization is verified
2. Ink is ordered by the Copy Center
3. You will receive notification when it arrives and is ready for pickup (or once it has shipped if Shipping delivery method is selected)

If your account is not yet approved, you will receive an email explaining next steps.