



Paper and Copier Services for Gannett Fleming Camp Hill Offices

REPROGRAPHICS SERVICES

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Camp Hill, PA 17011-2325
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Valley Forge
Corporate Center
1010 Adams Avenue
Audubon, PA 19403-2402
610.650.4071
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Mailing Address:
P.O. Box 67100
Harrisburg, PA 17106-7100

www.gancom.com

SERVICE / SUPPLIES

If you are experiencing issues or have questions about your Xerox copier, contact Suzanne Beshore at extension 2530. All Xerox copiers are hooked up to the internet so we can work with the Xerox Help Desk to monitor the service and supplies on the machine. Toner, drums and waste containers will be ordered automatically once the levels are low.

The XPS program provides **proactive services** you can also call for service or supplies (toners, waste containers, and drums).

Toner Replacement

XPS will automatically replenish toner cartridges for In Scope copiers based on the toner level and the usage. Replacement toner cartridges will be shipped to GANCOM in Camp Hill and then delivered as needed to each copier. The label and the packing slip on the package will include the **machine friendly name** and the **serial number** so we will know which copier the cartridge is for. *It is important that the supplies are only used for the intended device.* The Help Desk will track the shipments and not process a second supply order if their records show toner had already been shipped.

Questions

If you have any additional questions about ordering paper or Xerox copier services or supplies, please contact [Jim Marshall](#) or [Suzanne Beshore](#) at GANCOM in Camp Hill.

Additional information about GANCOM can be found on the Gannett Fleming IntraNet - <https://intranet.gfnet.com/Divisions/GANCOM/default.aspx> or at www.gancom.com.

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