Notice

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

Date: April 13, 2009

To: The following leaders in the United States and Canada: Stake, Mission, and District Presidents; Bishops and Branch Presidents

From: Office of the Presiding Bishopric
(Materials Management—Copier Administration)

Subject: Meetinghouse Local Unit Copier Program

Members and priesthood leaders with responsibility for the operation and maintenance of local unit copiers may now call a new toll-free copier and printer help line for assistance: 1-800-537-7192.

The help line's automated menu tree provides options to connect callers with Church-contracted vendors for copier service or consumable supplies. Service calls may be placed as often as needed to ensure appropriate machine operation and copy quality. Local units are financially responsible for the purchase of paper and other consumables, such as toner.

Questions regarding the purchase of new or replacement equipment or other unit copier program issues should be referred to your local facilities management group.

For further information on the local unit copier program, go to http://tech.lds.org/copier