



cannon4.com

help guide

-supply ordering-

1. Click any of these buttons to navigate the top-level cannon4.com web pages.

2. Enter your username and password and then click login

3. Click here to take advantage of our online Printer Service Tips, Driving Directions, and much more.



You are now logged into your account.

4. Click any of these buttons to view your special pricing in the Quick Lists, browse through our full line Catalog, view monthly Promos, navigate your online account information, view your shopping cart, and check out. Please remember to always click log out after viewing your account or shopping online.



You are in the Quick Lists area of cannon4.com.

5. You may order your items by clicking the check box next to each item you need and then clicking Add to Cart at the bottom of the page. You may add your quantity in the box on the right side or at the shopping cart page! You may click on an item part # for more product information. You can add to cart from the product detail page, too.

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Internet Demo Account

Quick Lists | Catalog | Prices

Sort List By: Price, Part Description, Manufacturer, Part Number

Current Price List

Item	Part No	Last Purch	Description	Retail Price	Your Price	Qty
INKJET SUPPLIES						
<input type="checkbox"/>	HEW51506A	none	HP D3 500/500/500 BLACK INKJET CTC	35.99	29.99	<input type="text"/>
<input type="checkbox"/>	HEW515405	none	HP COLOR 600/600 INKJET CTC	36.99	25.00	<input type="text"/>
DEW LASER SUPPLIES						
<input type="checkbox"/>	HEW622006	none	HP SERIES IV TONER	132.00	89.99	<input type="text"/>
<input type="checkbox"/>	HEW62280	none	HP SERIES IV LONG LIFE TONER	145.00	91.50	<input type="text"/>
<input type="checkbox"/>	HEW64172	none	HP SERIES 4000/4050 ULTRA TONER	105.00	125.00	<input type="text"/>
<input type="checkbox"/>	HEW64172A	none	HP SERIES 4000 STANDARD TONER	131.00	89.99	<input type="text"/>
<input type="checkbox"/>	TRUY2-18791-001	none	TROY SERIES 4000 MICR TONER 1 cartridge/box	N/A	272.00	<input type="text"/>
<input type="checkbox"/>	TRUY2-17901-001	none	TROY SERIES 551 MICR TONER 1 cartridge/box	N/A	450.00	<input type="text"/>
REMFG LASER SUPPLIES						
<input type="checkbox"/>	MAR64505A	none	REMFG SERIES IV TONER	70.00	64.99	<input type="text"/>

Add Selected Items to Cart

Note: Quantities may be changed once items are added to the Cart.

Remove Selected Items from Quick List

You are at the main Catalog page of cannon4.com.

You can navigate by supply category or by supply sub-categories.

Internet Demo Account

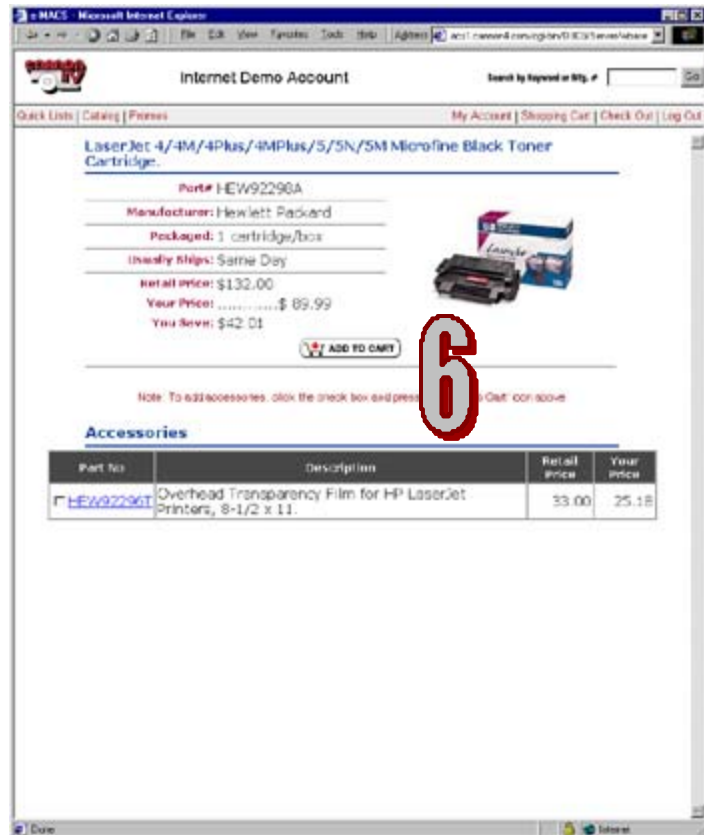
Quick Lists | Catalog | Prices

The HP Shop
Click here to buy your HP Printing Supplies Online

Printing Supplies Card Printers, Color Laser Toner, Color Thermal, Inkjet, Inkjet Transfers, Laser Toner, Multifunction Printers, System Printers, Inkjet/Printer Accessories	Hardware Copies, FAX Machines, Laser Printers, Network, Overhead Projectors, PCs, Peripherals, Power Accessories, Printers, Printer Drivers, Software, Transfers
Paper Continuous, Copier, Inkjet/Thermal, Inkjet, Laser	Labels Continuous Print Feed, Inkjet, Laser, Personal Label Printer
Data Storage AMS, Audio, CD, CD-RW, Data Cartridges, Data, Databases, DVD, External, GHS, Hard Drive, Video	Fax Supplies Copies, Drum, Motor, Ink, OTC, Paper, Thermal, Toner
Copier Supplies Developer, Fuser Oil, Other, Toner, Transparency, Fax	Technical Furniture Computer Rises, Workstations
Lamination Materials, Supplies	Software Applications, Network Applications, Operating Systems, Utilities
Accessories Adapters, Air Cleaner, Cables, Cases, Cleaners, Copy Holders, Covers, Cassette Movers, Foot Rest, Hand Reverser, Keyboard Maintenance, Monitor, Mouse Pad, Screens, Spillies, Stands, Storage, Tool Kit, Wire Racks	Barcode Supplies Barcode Labels, Barcode Ribbons, Barcode Software
Wide Format Ink Cartridges, Prints	Clearance

This is the product detail page.

6. You may view more product information and product pictures on this page. Click on Add to Cart if you would like to purchase the item.



This is your Shopping Cart.

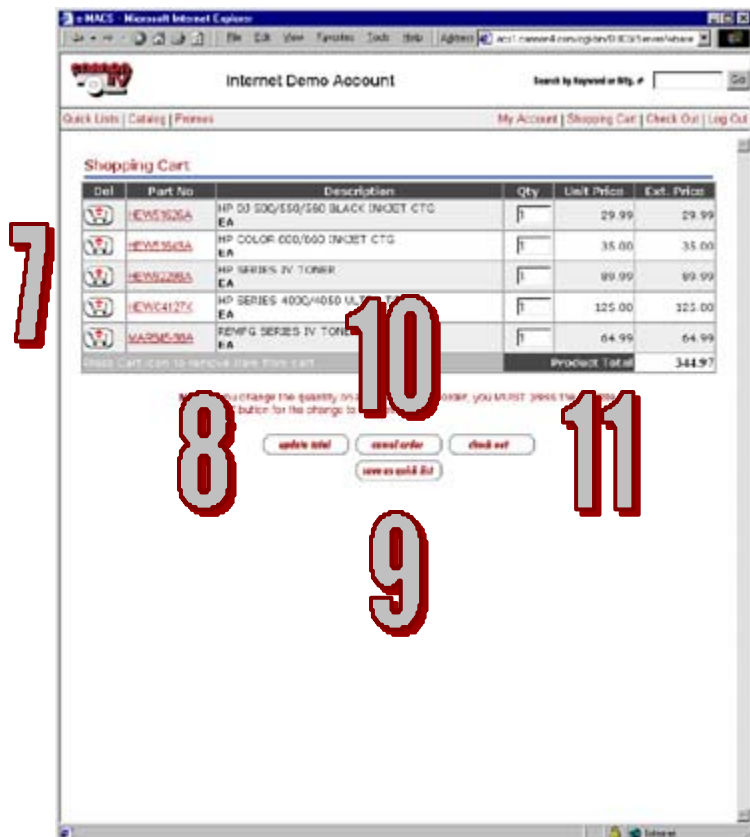
7. You may delete an item, view the item detail page, and/or change the quantity of an item here.

8. If you make changes by deleting, or if you make changes in quantity, please be sure that you click the Update Total button.

9. Click Save as Quick List if you would like to make your purchase into a saved shopping list for quick and easy shopping.

10. Click here to cancel your order.

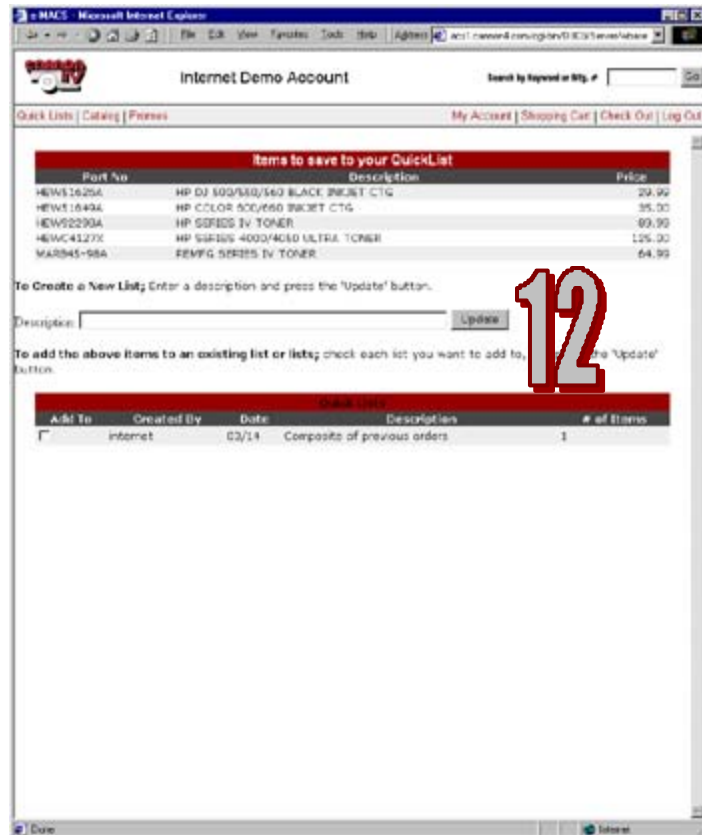
11. Click here to continue on to the Check Out process.



Clicking on the Save as Quick List button accesses this page.

12. Based on what you have added to your shopping cart you may save it as a unique Quick List for your ordering trends or patterns.

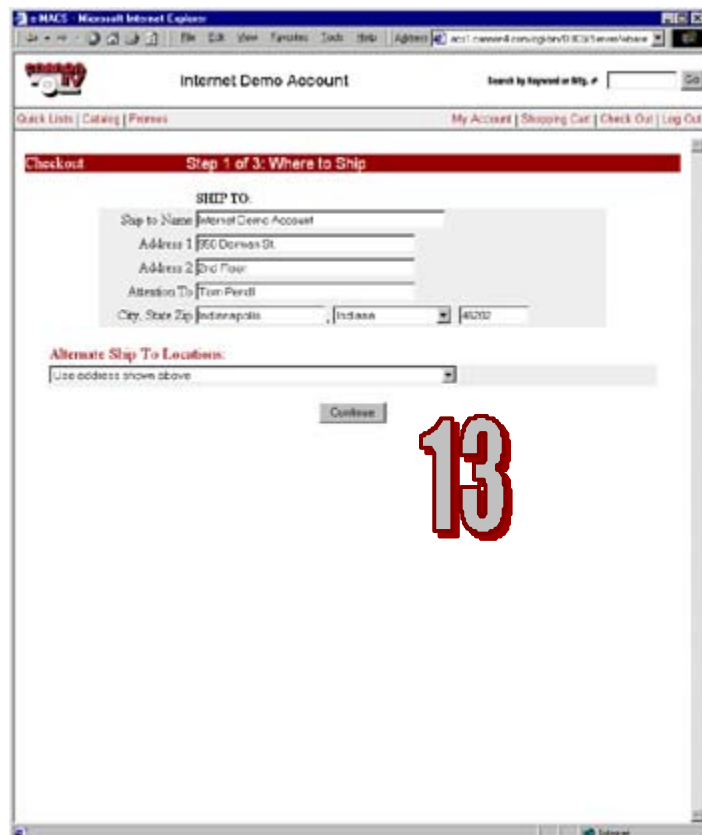
The Quick Lists make shopping online quick and easy!



This is the 1st page of the Check Out process.

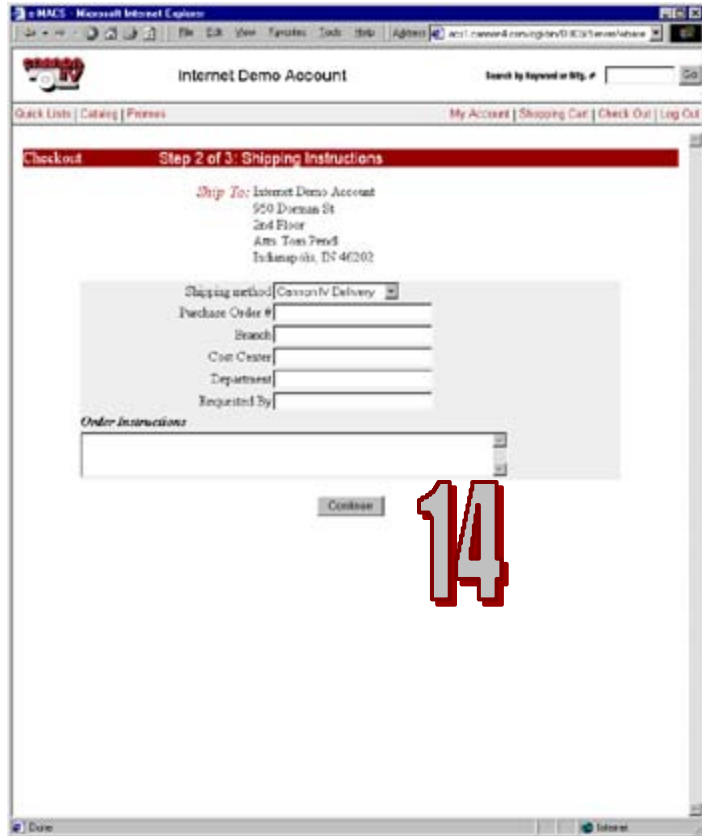
13. Confirm your shipping address and then click continue.

Please note that if you have multiple addresses for your account, another drop down will appear so you may select from your alternate ship to locations.



This is the 2nd page of the Check Out process.

14. Confirm your shipping method, enter any order PO #'s, make any special notes, and then click Continue. Please note that if you require any other order tracking or custom billing options, we can set that up for you (i.e. Cost Center, Department Code, Requested By, etc).



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This is the 3rd and final page of the Check Out process.

15. Please confirm your order data and then select your payment method.

16. Click on Submit Order to process your order.

17. After you submit your order the next page will be an online order confirmation page. This would be a great page to print out. You will receive an email confirmation too! Please remember to always click log out after viewing your account or shopping online.



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17

You are in the My Account area of cannon4.com.

18. Click any of the account buttons to access your open orders, orders awaiting approval, unfinished orders, payment history, order history, unpaid invoices, and item usage.

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The screenshot shows the 'My Account' page for 'Internet Demo Account' on cannon4.com. The page features a navigation bar with links for 'Payment History', 'Order History', 'Unpaid Invoices', 'Item Usage', and 'Open Orders'. Below this, there are three main sections: 'Unfinished Orders', 'Orders Waiting Approval', and 'Open Orders'. Each section contains a table with columns for Order #, Customer, Date, Time, and Total. The 'Unfinished Orders' table has one entry with Order # 10151qj, Customer Internet, Date 04-09-2001, Time 02:53PM, and Total 299.99. The 'Orders Waiting Approval' and 'Open Orders' tables are empty, with messages indicating no orders are currently waiting approval or being processed. A large red number '18' is overlaid on the top right of the screenshot.

Order #	Customer	Date	Time	Total
10151qj	Internet	04-09-2001	02:53PM	299.99

Order #	Placed By	Order Date	Time	Your PGM	Status	Total
No Orders currently waiting approval.						

Order #	Ordered By	Order Date	Ship Date	Your PGM	Status	Total
No Orders currently being processed.						

Still have questions? Please feel free to call:

Customer Support is available to answer any product questions and to process supply orders. Customer Support Representatives may be reached via:

Phone- 317-951-0500

FAX- 317-951-0600

eMail- customersupport@cannon4.com

eSupport is available to assist with usernames and passwords, account setup, account maintenance, technical questions, and any web site related inquiries. Neil Forker is our dedicated eSupport Representative and may be reach via:

Phone- 317-822-4844 x.356

FAX- 317-951-0600

eMail- neil.forker@cannon4.com

Hours of Operation:

8:00 A.M. to 5:00 P.M., Monday through Friday

To reach Cannon IV, Inc., call, fax or e-mail today:

MAIN LINE: 317-951-0500 or 800-825-7779 (outside Indianapolis)

DIRECT LINE:317-822-4844, then dial extension #

FAX: 317-951-0600 or 800-731-1164 (outside Indianapolis)