



## Tech Liaison/Copier

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All Tech requests must go through Brooke first (360-478-6860). Brooke will contact the proper people within the tech department to get the fastest help possible. If Brooke is unavailable, please contact Bonnie (360-478-6889). If neither are available, contact your supervisor. Please **DO NOT CONTACT THE TECH DEPARTMENT DIRECTLY.**

It is our goal to get the requests finished in a timely manner. From time to time, we may need to contract with an outside entity which may take a little longer. Especially when dealing with printers.

### Givens Copier:

In the event that you need general maintenance done on your machine, please email or call Brooke (Bonnie if Brooke is unavailable) to schedule a service person to come out and fix the machine. If you need ink or toner, email or call Brooke and she will order what is needed.