

Pre-planning a printer purchase and delivery has become necessary because of the features being used and the need for network/telephone access. The following must be provided to IT before delivery of the printer. Once the information has been received, IT will complete the network preparation and return the completed form to the campus contact with the necessary information to enable the installation technician to setup the features on the printer.

1. **Will this printer be required to print directly from the Jenzabar System?**
  - a. If yes, the printer must be an approved HP printer.
  - b. Contact the IT Help Desk to arrange for the necessary account setup.
2. **Model Type of printer (ie: Canon IR1025)**
3. **Department, Building, and room number the printer will be located.**
4. **Is a network connection available near the printer location?**
  - a. Contact the Help Desk to start the process of providing network access or the appropriate cabling.
5. **Will the email feature be enabled?**
  - a. Contact the Help Desk to request an email account.
6. **Will the scanning feature to drop files into network drives be enabled?**
  - a. Contact the Help Desk to request a user account with the appropriate permissions.
7. **Will the fax feature be enabled for use on a telephone line?**
  - a. Is an analog phone line available in the intended location?
  - b. If a phone line is not available, Contact the Help Desk to request the approval of a telephone line.

Please provide the following information and deliver to the IT Help Desk.

When completed by IT, the contact person will need to provide the information on this form to the company who will be performing the installation.

Model of Printer \_\_\_\_\_

Department \_\_\_\_\_

Contact: \_\_\_\_\_

Building/Room Number \_\_\_\_\_

Phone #: \_\_\_\_\_

Features Enabled (circle)

**Email**      **yes**      **no**

**File Drop**    **yes**      **no**

**Fax**          **yes**      **no**

**Jenzabar Printing**

**Yes**      **no**

Completed by IT: Username: \_\_\_\_\_ Password: \_\_\_\_\_

Completed by IT: Path: \_\_\_\_\_

Completed by IT: Phone Number: \_\_\_\_\_

Completed by IT: IP Address: \_\_\_\_\_

Subnet Mask: \_\_\_\_\_

Gateway: \_\_\_\_\_

Provided by Vendor:

MAC Address:

\_\_\_\_\_

Mail Server:    mail.ecok.edu (172.16.1.46)  
                      exchange.ecu.ecu (172.16.1.47)

DNS:             172.16.1.20 / 172.16.1.21