

Printer Request Form

Person requesting: _____

Department: _____ Phone Number: _____

Date of Request: _____

Type of Printer (e.g. HP Laserjet 8100):

Physical Location of Printer (e.g. Suite 540 Robinson Tower):

IP address of printer (e.g. 129.62.164.76)***

Default Printer Tray (Tray 3): _____

*****If your printer is a HP, do the following to find your IP address:**

1. Click the MENU button on the printer until you get INFORMATION MENU
2. Click the ITEM button until you get PRINT CONFIGURATION
3. Click SELECT and the pages will print
4. The IP address is one of the items printed.

The Product Name (which is the Type of Printer) is also on the printout

Email the form to Margaret Lemon following completion