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