

FMIS PRINTER DEFINITION REQUEST

Remedy Ticket #:

RMT ID:

Requestor

Requestor Phone #

Request Date

Need by Date

Add

Change

Delete

All printer requests should go through your Network Technician to coordinate any changes needed at the customer's location. We need the SWGI IP address used to navigate through the firewall and not the printer's local IP address. Request for printer additions may take up to 10 days to become active.

PRINTER LOCATION:

Agency

Building/Room

Address

Contact Person

Phone #

PRINTER SPECIFICATION:

Printer Manufacturer

Flash memory card for Lexforms?

Model #

Type (Laser, Impact, Dot Matrix)

Print Speed (lines/min or pages/min)

ADC PRINTER SPECIFICATION:

If printer is currently connected to the Annapolis Data Center, indicate:

JES ID:

NETWORK (TCP/IP, other):

IP Address:

Port:

If printer is attached to a Server or Jet Direct box.

Queue

Port:

Name:

Office Use Only:

VPS Request Completed by: _____ Date _____

R*STARS Printer ID - Landscape _____ Portrait _____

R*STARS D63 Entry Completed by _____ Date _____

Functional Test Completed by: _____ Date _____