

# NETWORK PRINTER INSTALL FORM INSTRUCTIONS

## Business Rules:

- Enterprise Service Request (ESR) for printer installation is limited to a single site/location
  - Enterprise Service Request (ESR) for printer installation is limited to no more than ten (10) devices
  - One (1) page of FORM must be completed for each device to be installed
  - Completed FORM must be attached to ESR for corresponding device(s) installation
  - Custom Service Features not specified on FORM for initial device installation will be viewed as a separate service action and require submittal of a subsequent Enterprise Service Request (ESR)
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## Description of Information

**Agency Name:** *Enter Agency name/acronym (i.e. AGR, DNR, EPA, HFS, REV)*

**On-site Agency Contact/Subject Matter Expert:** *Enter name and contact information for individual possessing logistical/technical knowledge for requested device install*

**Location – General:** *Enter name and street/city address of facility/site for requested device install*

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## For Current Device (to be replaced)

**Printer Name, Asset Tag #, or Serial #:** *Enter one of the below information in order to properly identify the existing device to be replaced. If new device will be consolidating functions for multiple existing devices, information identifying those devices should also be entered here.*

- *Printer Name (Label attached to existing device)*
- *State of Illinois/Agency Property Tag # (Tag/Label attached to existing device)*
- *Serial # (Manufacturer's Label attached to existing device)*

**Location – Specific:** *Enter brief description of area within facility/site where existing device resides (i.e. floor, hallway, training room, main foyer, etc...)*

**IP Address:** *Enter the IP Address for existing device to be replaced. This information is typically located in one or both of the following locations:*

- *Label attached to existing device*
- *Device Configuration Report (typically available via the device Menu + Reports)*

**Mainframe Host Printing Name:** *If applicable, enter the name referenced by your Agency's mainframe print users (i.e. applications) when utilizing existing device to be replaced. If requested new device will be consolidating print from multiple devices (currently being utilized for mainframe printing), the Mainframe Host Printing Name for each of those devices should also be entered here. This information is typically located in one or both of the following locations:*

- *Label attached to existing device*
- *Coded in Agency applications*

## For New Device (to be installed)

**Brand & Model:** *Enter the Vendor brand name (i.e. XEROX) and model (i.e. Work Centre 5135) of new device requested to be installed. This information should be available at all of the following locations:*

- *Physical device labels*
- *Equipment Cost Justification Form (ECJF)*
- *Equipment Lease/Finance Approval Form (ELFAR)*

**Features:** *Enter features included on new device for which install is requested (i.e. # of trays, fax, scan to file/network, scan to email). This information is located in the following location:*

- *Device Configuration Report (typically available via the device Machine Status menu + Print Reports – contact XEROX for assistance)*

**Required Custom Service Features:** *Enter service features (i.e. custom scanning, fax, etc...) that must be enabled/set at time of configuration/install. Service features not specified with request for device installation will be viewed as a separate service action and require submittal of a subsequent Enterprise Service Request (ESR).*

**Location – Specific:** *Enter brief description of area within facility/site where requested device will reside (i.e. floor, hallway, training room, main foyer, etc...)*

**Mainframe Printing Required (Y/N):** *Enter “Y” (for YES) or “N” (for NO) if new device will be utilized for printing from mainframe computers*