



UNIVERSITY
OF TASMANIA

REQUEST FOR PRINTER CONNECTION TO CAPS

THIS FORM IS TO REQUEST THE CONNECTION OF A PRINTER TO THE COPYING AND PRINTING SYSTEM (CAPS). Please ensure all relevant fields are completed.

Name of School/Section (responsible for the purchase of consumables)		
School/Section		
Head of School/Section	Approval	Date
Accounting Contact Details		
Name	Phone Number	
Email	Post Box Number	
FMIS Account Number (To reimburse funding for consumables)	_____ . _____ . _____ . _____ . 3709	
Computer Support Officer or Responsible Officer		
Name	Phone Number	
Email		

Printer Specifications		
CAPS PRINTERS MUST BE POSTSCRIPT CAPABLE AND NATIVELY NETWORKED		
Make & Model	Cost per Sheet (inc. GST) <i>Specify variations eg. Duplex</i>	
Serial Number	A4: A3:	
IP Address		
Printer Location		
Campus	Building	Level
Room Number	Other Relevant Details	

Central IT Administrative Use Only (CAPS Naming Scheme)		
School (XXX)	Location (XXX)	Printer (XXXXXX)

Please forward completed form to: Service Manager (UCS), Private Bag 97, Hobart.

For further information please contact Service.Manager.UCS@utas.edu.au