



## 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.

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

<b>Printer Specifications</b>			
<b>CAPS PRINTERS MUST BE POSTSCRIPT CAPABLE AND NATIVELY NETWORKED</b>			
<b>Make &amp; Model</b>	<b>Cost per Page (inc. GST): C=Colour, D=Duplex.</b> (Leave blank where not relevant).		
<b>Serial Number</b>	A4:	A4D:	A4C: A4CD:
	A3:	A3D:	A3C: A3CD:
	<b>Other:</b>		
	<b>Please note: 1 duplex "sheet" of paper = 2 "pages".</b>		
<b>IP Address</b>	10.8. _____ . _____		
<b>Printer Location</b>			
<b>Campus</b>	<b>Building</b>	<b>Level</b>	
<b>Room Number</b>	<b>Other Relevant Details</b>		

<b>Central IT Administrative Use Only (CAPS Naming Scheme)</b>		
<b>School (XXX)</b>	<b>Location (XXX)</b>	<b>Printer (XXXXX)</b>

Please forward completed form to: Service Manager (UCS), Private Bag 69, Hobart.

For further information please contact [Service.Manager.UCS@utas.edu.au](mailto:Service.Manager.UCS@utas.edu.au)