Ben Printer Request

The link for the Remedy Web Intake is the following:
https://remwsprl01.isc-seo.upenn.edu/arsys/forms/remapprl01.seo.int/UP:WII-SEO-BENPrinters/?mode=CREATE

Login with your PennKey User Name and password.

The initial Request Form will display

**BEN Printer Request Web Intake Form**

This form is to be completed by the Local Support Provider (LSP) responsible for acquiring, setting-up, and testing TCP/IP network access for printers in your department.

BEN Website for Desktop and Printer Requirements:  http://www.finance.upenn.edu/berv/benfin/desktop_req/

CHOP Requestors must obtain a proxy IP address by contacting the CHOP Service Desk: 215-590-4357

Please Note: Your firewall rules [if any] have to allow access on port 5100 from seoutrp01.isc-seo.upenn.edu

To continue click on the appropriate button, provide all of the requested information and click on Submit.

Select Type of Request which will expand the Form.
Request to Add Ben Printer

BEN Printer Request Web Intake Form

This form is to be completed by the Local Support Provider (LSP) responsible for acquiring, setting up, and testing TCP/IP network access for printers in your department.

BEN Website for Desktop and Printer Requirements: http://www.finance.upenn.edu/ben/benin/desktop_req/

CHOP Requestors must obtain a proxy IP address by contacting the CHOP Service Desk: 215-590-4357

Please Note: Your firewall rules (if any) have to allow access on port 9100 from secoutptt1.isc-secpenn.edu

To continue click on the appropriate button, provide all of the requested information and click on Submit.

Complete all the required Fields and view the helper text for each Field to confirm its accuracy. Provide any updates if necessary. Submit your Request. Request has been saved and you should receive an email notification with the Incident #.
Request to Delete Ben Printer

BEN Printer Request Web Intake Form

This form is to be completed by the Local Support Provider (LSP) responsible for acquiring, setting-up, and testing TCP/IP network access for printers in your department.

BEN Website for Desktop and Printer Requirements:  http://www.finance.upenn.edu/ben/benfin/desktop_reg/

CHOP Requestors must obtain a proxy IP address by contacting the CHOP Service Desk: 215-590-4357

Please Note: Your firewall rules (if any) have to allow access on port 9100 from seoulpr01.iso-seo.upenn.edu

To continue click on the appropriate button; provide all of the requested information and click on Submit.

Contact Information

First Name  MARY ANN

Last Name  WALDT

Phone Number  215-573-8231

Email  mawaldt@sc.upenn.edu

Please Choose a Request

- Add BEN Printer
- Delete BEN Printer
- Modify BEN Printer
- Reset Form

DELETE PRINTER

Please Note: a delete request may also result in the removal of the printer definition for Salary Management.

Required Fields (all must be filled out)

Host Name
IP Address
Building
Room / Area
Printer Make / Model

Printer ID

Additional Notes (optional, not required)

Submit

Complete all the required Fields and view the helper text for each Field to confirm its accuracy. Provide any additional Notes if necessary. Submit your Request.

Request has been saved and you should receive an email notification with the Incident #.
Request to Modify Ben Printer

BEN Printer Request Web Intake Form

This form is to be completed by the Local Support Provider (LSP) responsible for acquiring, setting up, and testing TCP/IP network access for printers in your department.

BEN Website for Desktop and Printer Requirements: [http://www.finance.upenn.edu/ben/benfin/desktop_req/](http://www.finance.upenn.edu/ben/benfin/desktop_req/)

CHOP Requestors must obtain a proxy IP address by contacting the CHOP Service Desk: 215-580-4357

Please Note: Your firewall rules (if any) have to allow access on port 9100 from secoutpr1.isc.isc.upenn.edu

To continue click on the appropriate button, provide all of the requested information and click on Submit.

**Contact Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>MARY ANN</td>
</tr>
<tr>
<td>Last Name</td>
<td>WALDT</td>
</tr>
<tr>
<td>Phone Number</td>
<td>215-573-8231</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:mawaldt@isc.upenn.edu">mawaldt@isc.upenn.edu</a></td>
</tr>
</tbody>
</table>

**Please Choose a Request**

- [ADD BEN Printer](#)
- [Delete BEN Printer](#)
- [Modify BEN Printer](#)
- [Reset Form](#)

**MODIFY PRINTER**

Please enter all the attributes which require modification in Ben Financials

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Name</td>
<td></td>
</tr>
<tr>
<td>IP Address</td>
<td></td>
</tr>
<tr>
<td>Building</td>
<td></td>
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<tr>
<td>Room / Area</td>
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<tr>
<td>Printer Make / Model</td>
<td></td>
</tr>
<tr>
<td>Printer ID</td>
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<tr>
<td>Duplex</td>
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<tr>
<td>Postscript Capable</td>
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<tr>
<td>Banner Page</td>
<td></td>
</tr>
<tr>
<td>Additional Notes</td>
<td>[optional, not required]</td>
</tr>
</tbody>
</table>

Enter the Printer ID and any other Fields which pertain to your Request.
View the helper text for each Field to confirm its accuracy.
Provide any additional Notes if necessary. Submit your Request.
Request has been saved and you should receive an email notification with the Incident #.

Logout once you have submitted your Request ....
Any questions or problems please contact Mary Ann Waldt: mawaldt@isc.upenn.edu, 215 573-8231