

BEN FINANCIALS PRINTER REGISTRATION FORM

Part 1: Identification Information (please print or type)

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

BEN Website for Desktop & Printer Requirements: www.finance.upenn.edu/ben/benfin/desktop_req/

HUP Requestors must obtain a proxy IP address by contacting the UPHS Help Desk: 215-662-7474
CHOP Requestors must obtain a proxy IP address by contacting the CHOP Service Desk: 215-590-4357

Note: Print Queues inactive for more than 60 days may be removed by ISC Printer Support Services

New Printer Portrait Landscape PostScript Duplex
 Move Printer Decommission Printer ISC Assigned Printer ID: _____

Full Name (include middle initial): _____
The person who provides primary support for this printer and the point of contact for ISC.

Phone Number: _____ Organization Name: _____

Email Address: _____

Address: _____

Printer Make and Model: _____
Enter the full make and model of this printer: e.g. HP LaserJet 4siMX

Printer Host Name: _____
Enter the full name by which this printer is identified to the TCP/IP network - e.g. purchptr.ct.upenn.edu

Printer TCP/IP Network Address: _____
HUP or CHOP proxy address Enter the numeric TCP/IP network address of this printer - e.g. 130 . 91. 75. 241

This printer will be used by Organization #: (4 digits) _____

Physical location of printer: _____

Enter the location of this printer - e.g. Purchasing Dept. Suite 421A, 3401 Walnut St.
If possible, give any further location information - e.g. Northwest Corner

Requester Signature: _____ Date: (MM/DD/YYYY) _____

Part 2: Completed by the ISC Printer Support Services Administrator

Printer ID Assigned: _____ Date Assigned: (MM/DD/YYYY) _____

Part 3: Send completed forms to:

**ISC Printer Support Services
Suite 265B
3401 Walnut Street/6228
Fax: 215-573-8236
E-mail: ccops@exchange.upenn.edu**

Forms:

www.finance.upenn.edu/comptroller/forms/