

# DEPARTMENTAL COPIER PROGRAM

## COPY MACHINE REQUEST FORM

The University requires that the Departmental Copier Program review all requests to lease or purchase copy equipment with the purpose of meeting departmental needs within this University Program.

This program provides copy machines, 8 1/2 X 11" white copy paper, all consumable copier supplies and a full service maintenance contract for a per copy charge of \$0.0475 (black & white) and \$0.35 (color). For more detailed information please refer to the Copier Program webpage: <http://daf.csulb.edu/copierprogram>. If you would like to request the placement of a copy machine in your department, please provide the information requested below and return this request to Susan Ransom in the Departmental Copier Program Office. (Fax. #52470)

Date:		Request Department:	
Requestor Name:		Copier is to be placed in building:	
Requestor Phone #:		Room #:	

This Request is for:       Networked Black/White and Color Copier/Printer/Scanner  
     Networked Black/White Copier/Printer/Scanner

Is the copier you are requesting to replace an existing copier?       Yes     No

Who are the staff members that will be accessing the copier as a printer from their computers?

What are your University chartfields that will be used for the monthly billing of prints and copies?

Fund #            Dept I.D. #            Program #     

There are two tracking modes available for prints; you can either have one total (with no individual tracking), or you can have password print, which will track and report prints per user name. Please indicate which method you prefer:

Passwords Required to Print     No Passwords Required to Print

(Note: with password printing enabled, printing and copying functionality may be restricted per user as desired.)

There is a high-speed fax option available for those departments who have a need for this function. Would you be interested in more information about the fax option?       Yes     No

Who is your departments' computer technician?            Phone #:     

***You may need assistance from your departments' computer technician to answer the following questions***

Is there an active data connection available at your site for the copier?  
 (If not, a Telecommunications work order must be filled out to accomplish this before this request can be processed)

Static IP Address:            Subnet Mask:            Gateway:     

Does your area have a network print server or domain?       Yes     No

If yes, can the copier be added as a network printer or put into an active directory list?       Yes     No

Who is the server administrator?            Phone #:     

Are there Apple/Macintosh machines that you need to be able to print from within your department?       Yes     No

As of 12/05 there are known security flaws when using the scanning feature of the machines we provide and support. We advise to take precautions when using this feature to transfer documents that have confidential data within them until a safe solution can be implemented. For information on the transfer of confidential documents across the network, please review the CSULB webpage at: [http://daf.csulb.edu/offices/vp/information\\_security/index.html](http://daf.csulb.edu/offices/vp/information_security/index.html)

<u>Authorized departmental signature approving this request:</u>	<u>ASM / Dean / Director approval signature:</u>
Print Name: _____	Print Name: _____
Sign Name: _____	Sign Name: _____
Date: _____	Date: _____