

GSD. Printer - Request New Network Printer Setup (no leasing or rent replacement of printer devices)

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Author: {'link':

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General Information:

Possible symptoms/errors:

The article describes the procedure of requesting new network printer service (no leasing or rent replacement of printer devices)

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

This article describes how to request a new network printer service. Before applying for the service user should keep the following information ready:

Business Segment Approver Cost Center Country Order number of the newly ordered printer Manufacturer of the Printer Location Details (e.g building, room, floor, block) Type/Model of the Printer Location

User can request new network printer setup from service catalog under category Printer Services > New Network Printer Setup Advise the user to fill out the required information marked with a star (*) as presented below: Once the request has been submitted, the user can check the status at My Requests.

Assignment Group:

N/A

Ticket Creation:

Template: N/A Categorization: N/A

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

1. IT Service Catalog category: Printer Services
2. Request: New Network Printer Setup