

# How to Request New Network Printer Setup (no leasing or rent replacement of printer devices)

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**Category:** {'link':

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You can order "New Network Print Service Setup" from service catalog under category "Printer Services".

This article describes how to request a new network printer service. Before applying for service please 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

Details:

1. To apply for "New Network Print Service Setup" from service catalog under category "Printer Services". Please click on New Network Print Service Setup.
2. Now fill out the needed information in the form. Then click Submit once done.
3. Once the form has been submitted, you can check the status of the request by going to My Requests.