

# How to order Local Printer Setup Service via IT Service Portal

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Printer setup is important in order to use a local printer (e.g. USB) in the office or home office. You can order "New Local Printer Setup" from service catalog under category "Printer Services".

Note: This is for printer setup only. A different request should be raised if you need a new printer hardware. The ordering of new printer hardware has to be done in the Instore. Please contact your local purchasing department for more information.

Details:1. To apply for New Local Printer Setup from service catalog under category "Printer Services". Please click on New Local Printer Setup.

2. Fill out the form that includes the following information:

Order forPhone numberEmail addressBusiness segmentApproverCost centerCountryI ordered a new printer - Choose "Yes" if you have procured a new printer.Manufacturer of the printerType/Model of the PrinterLocation details - complete floor number, building, room etc.LocationManaging Board option - Check the box if you are a member of the management board.Comment - Any additional comment that you want to provide.

3. Now fill out the needed information in the form then click on Submit once done.

4. Once the form has been submitted, you can check the status of your request under My Requests