GSD. – Printer Services - How to order Local Printer Setup Service via IT Service Portal

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General Information:

Possible symptoms/errors:

The article describes the process of ordering Local Printer Setup Service via IT Service Portal

Alternative names of the system:

n/a

IMPORTANT NOTICE:

n/a

Solution:

1. Please advise the user to raise New Local Printer Setup request

2. Fill out the request with details below:

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. Click Submit once done.

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

Assignment Group:

n/a

Ticket Creation:

Template: N/ACategorization: N/A

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

1. Request form: New Local Printer Setup