

## EASTERN WASHINGTON UNIVERSITY- BANNER PRINTER SET-UP REQUEST FORM

The information on this form will be used for connecting your *printer* to the INB Banner system. If you have any questions concerning the information requested, please contact the Help Desk at (509) 359- 2247 or email at [EWUHelpDesk@ewu.edu](mailto:EWUHelpDesk@ewu.edu). Your completed form can be sent to the Help Desk at JFK Library, Lower Level, faxed to (509) 359-6847 or emailed to [EWUHelpDesk@ewu.edu](mailto:EWUHelpDesk@ewu.edu).

### Contact Information

Employee Name:  EWU ID:   
Department:  Position/Title:   
E-mail:  Phone:  Fax:

### Printer Information

Printer MF/Model:  Printer Location:   
Hardware Address (MAC Address):   
IP Address:  EWU Tag Number:

**Important Note:** Please check here if you need special PostScript printing

### Database Instance /Access Requested

PROD (default)    PPRD    TEST    TRNG    DEVL    Other – Specify  
(EAGLEDB)   (EAGLEDEV)   (EAGLEDEV)   (EAGLEDB)   (EAGLEDEV)

Requested by:  Date:

### For UCT Administrative Use

Date:  Ticket No.:

Assigned Banner Queue Name:

Printer tested and confirmed working by:  Date:

Comments:

System Administrator:  Date:   
(signature)

Form revision date: 10/18/17

## Eastern Washington University – Banner Printer Set-Up Request Form Instructions

1. **Contact Information:** Complete this section with the contact person's name and contact information. This should be the person that will be able to answer any questions the Service Desk or System Administrator may have regarding the printer.

2. **Printer Information:**

- Enter the make and model of your printer, for example: HP Color Laserjet 4050N  
Enter the Building Location, for example Showalter Hall 318;
- Enter the Hardware and IP Addresses. This information can be found by printing a configuration page from your printer. If you do not know how to print a configuration page consult your user's manual;
- Enter the EWU Tag Number;
- Check mark the PostScript printing box if you have special printing requirements, i.e. custom forms etc.

3. **Database Instance:** Check the box (es) applicable to your printer. Most printers will only be printing from the PROD (production database). Enter the name of the person authorizing the request and date the request form.

4. Send the completed form to the Help Desk at JFK Library, Lower Level or email to [EWUHelpDesk@ewu.edu](mailto:EWUHelpDesk@ewu.edu) or fax to (509) 359-6847