



School of Engineering Computer Operations Printer Move Form

Date: _____

PLEASE PRINT OR TYPE ALL INFORMATION

Name: _____

Current location (bldg./office #): _____

Contact (phone ext. or cell): _____

Date and time of move: _____

Printer: _____

Current network jack #: _____

New location (bldg./office #): _____

New network jack #: _____

Special needs or concerns: _____

SCHOOL OF ENGINEERING
COMPUTER OPERATIONS
NETWORK PRINTER MOVE FORM - INSTRUCTIONS

The purpose of this form is to provide information to Computer Operations prior to moving a School of Engineering networked printer from one location to another. **THIS FORM SHOULD NOT BE COMPLETED WHEN MOVING LOCAL PRINTERS.** Please complete all the information requested on the web form, or download the form and send it via email to help@engr.smu.edu, via fax to 214-768-4169 or hand deliver to SIC 306 at least 48 hours prior to the move. It is important to note, **Computer Operations DOES NOT physically move equipment.** When requested or needed we will assist with disconnecting and reconnecting the cables on the various pieces of the computer system. This assistance must be scheduled prior to the actual move date. It is the responsibility of each department to arrange to have the printer moved to the new location.

Date – Date of your request.

Name – Your name.

Current location – Building and room number where the computer is currently located.

Contact – SMU extension or cell phone number where you can be reached both now and on the date of the move.

Date and time of move – When the computer will be moved to the new location.

Printer name – On a computer desktop that is networked to the printer, click start, then Settings, then Printers and Faxes. Record the printer name that is listed.

Current network jack # - The number of the wall jack to which the network cable is currently connected.

New location – Building and room number where the computer will be moved.

New network jack # - The number of the wall jack to which the network cable will be connected in the new location.

Special needs or concerns – Any special request or information of which Computer Operations should be aware of concerning the move. This includes requests for disconnection and reconnection of cables.