



## **REQUEST FOR PRINTER SET-UP FOR USE WITH ORACLE APPLICATIONS**

Please submit a ticket to <https://help.caltech.edu/> to have the printer added to the Oracle systems. Select the following Request Type for the ticket: IMSS -> Computer and Equipment Support -> Help With New Equipment Setup -> Printer Setup Request.

Include the information below in the Request Detail area of the ticket or attach this form to the ticket.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

DEPARTMENT/DIVISION: \_\_\_\_\_

BUILDING AND ROOM #: \_\_\_\_\_

EXTENSION: \_\_\_\_\_

PRINTER IP ADDRESS (*if known*): \_\_\_\_\_

SYSTEM ADMIN IN YOUR AREA: \_\_\_\_\_

TYPE OF PRINTER\*: \_\_\_\_\_

**\*PRINTER REQUIREMENT:**

A printer attached to the local area network that has an IP address; preferably an HP2100 class printer or better. A HP2100TN costs about \$1,000; an HP4000 class printer is about \$1,500. You will need to provide the IP address when making your request to the IMSS Helpdesk at x3500 for connection. Since confidential data will appear in these reports, we suggest that the printer be located in a "secure area".

We recommend HP network attached work group printers as the most compatible with the Oracle E-Business systems.

Printer models change about once a year.

To more product information, go to: <https://store.hp.com/us/en/vwa/printers/prnttyp=Laser;prnttyp=Print-only>.

**Send the completed form to Institute Business Systems | IMSS,  
Mail Code 1-10, Room #108.**