SUNY OLD WESTBURY

ITS Standard Printer Request Form

Information Technology Services (ITS) maintains an updated list of supported printer models for use at the college. Standardizing supported models enables us to more effectively support and service college printers. Select the model that best fits your department's needs, please fill out the form below, and submit to the Service Desk NAB 0107.

Primary Contact: _____

Department: _____

Phone: (ex 516-876-3098) _____ - _____ - _____

Email Address: _____

Location where printer will be deployed: _____

How many people will be using the printer? _____

Printer Models

Mid to Large work group B&W – Dell B3465dn, 50 ppm, 250 sheet tray (15k pages/month, #225-4056).

Large work group B&W – Dell B5465dn, 60 ppm, 550 sheet tray (30k pages/month, 300k monthly max #225-4009).

Mid to Large work group Color – Dell C5765dnf 45ppm, 550 sheet tray (15k pages/month,110k monthly max, # 225-4627).

Large work group Color – Dell C7765DN 35 ppm, 4x560 sheet trays (30k pages/month,153k monthly max, #225-4574).

Please indicate if a fax line is in use in that location

Extra paper tray(s) needed

Additional requests/requirements/comments:

_____

_____

_____

_____   _____

Department Head / Date   IT Approval / Date

For questions or assistance, please call the Service Desk at (516) 876-3098 or email servicedesk@oldwestbury.edu.