

# Auxiliary Services

## Canon Relocation Request Form

Use this form to specify relocation of your Canon equipment. This form should be filled out by the department personnel that the copier is designated to (e.g. department paying for lease). **Important-** *If the copier will be shared by other departments, please make sure to finalize your plans with them before returning this form to Auxiliary Services.* Please direct additional questions to Julio Basurto(x6891) or jbasurto@marymount.edu.

1. **Please specify copier serial number and model number** (found on the top left of the copier glass, or by hitting the "counter check" button on or near the number keypad):

- Copier 1: \_\_\_\_\_
- Copier 2: \_\_\_\_\_
- Copier 3: \_\_\_\_\_

2. **Please specify locations:**

- Current: \_\_\_\_\_
- New: \_\_\_\_\_

3. **Is the copier currently networked to print?**

- Yes
- No

If so, please list existing users (PC's) that are connected to the Canon:

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4. **Is this copier currently set-up to scan?**

- Yes (please specify if you are scanning to email or folder) \_\_\_\_\_
- No

5. **Please list any new users (PC's) who will be using this copier to print:**

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**Requestor** \_\_\_\_\_ **Signature** \_\_\_\_\_/\_\_\_\_/\_\_\_\_  
(print name and phone #) (sign and date)

**\* Please scan this completed form to jbasurto@marymount.edu or fax to (703)284-4986 \***

**Please note-**Although most set-ups are completed within two weeks, installation time may vary depending on workload, requested date, and type of installation(s). If you are requesting to be networked, please make sure you have a live network jack in your new area by checking with ITSS. Requests to add a new network can be submitted to ITSS by completing a *Telecommunications Request Form* on my.marymount.edu, internal forms section.