

Standard Printer Request Form

Information Technology Services 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.

Primary Contact: _____ **Department:** _____ **Phone:** _____

Funding Source (GL Budget Code): _____ **Printer Location:** _____

of Printer Users: _____

Black and White Laser Printer

Small work group – HP LaserJet Pro M402dne

Mid-size work group – HP LaserJet P3015x or P4015dn

Large work group – HP LaserJet 900 Series

Color Laser Printer

Small work group – HP LaserJet Color Pro M451dn

Mid-size work group – HP Color LaserJet CP3525dn

Large work group – HP Color LaserJet CP6014dn or CP6015x

Multifunction Laser Printer

HP LaserJet Pro color MFP M277dw

HP LaserJet M3035

Additional information/comments:

Department Head(print)

Department Head's Signature

Date

IT Approval Signature and Date

Submit this form **with all signatures** to the Help Desk in **L154B** or scan & send to **helpdesk@bergen.edu**.