

WIC Agency IP Printer Information Form

Important: Please allow 60 -90 days from the date this form is received, by TSU Lead, for completion of this Request.

1. Agency/Clinic Information - To be completed by the WIC Agency

Agency Name:	Agency #:	Today's Date:	
Clinic Name:	Clinic #:		
Requester Last Name:	Requester First Name:	Middle Initial:	
Requester Telephone #:	Requester Email Address:		
IT Staff Information (If applicable):			
Name:		Phone:	
Email:			

2. Printer Details - To be completed by the WIC Agency (Use separate form for each printer)

Printer Make/Model/Type:	Desired Printer Name (Name Seen by Users):
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Please select type of change and function desired for this printer. (*Only one check box should be selected.*)

Add	Change	Del	Printing Function
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ISIS Vouchers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ISIS Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extranet Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ISIS Reports and Extranet Reports
TCP/IP Address of Print Server			
VTAM (required for Change and Deletion req.)			
Queue Name			
Port Number			
LPR or RAW			
LPR Byte Counting Enabled (Y/N)			
State/DTS NAT IP Address (Mandatory)			
Comments:			

3. Tracking Information (Completed by WIC ISIS Help Desk)

Date Request Rcvd:	Received by:
Date Request Completed:	Received by:
Ticket #:	Comments:

Email this request to: ISIS Help Desk TSULEAD@cdph.ca.gov or fax to: (916) 440-5559. For any assistance, please contact the ISIS Help Desk at (800) 224-7472.

Field Descriptions

- Clinic # - number associated with that clinic or admin site when logging into ISIS.
- Make/Model/Type - Examples: 1) HP LaserJet 4500 2) Lexmark 2490 3) Tally Genicom 2265
- Desired Name of Printer - What do staff want to call the printer? Examples: 1) Clinic 1330 2) Director HP 2100
- TCP/IP Address of Print Server - What IP address is the print server configured with (or will be configured with)?
- Queue Name - This field only needs to be filled out for multiport print servers or if there is a central "Windows print server". Multiport print servers are not recommended.
- Port Number - Voucher printers would always use TCP port 515. WIC Extranet printers could use 515 or 9100. Standard LPR is 515. HP Jet Directs can use 9100.
- LPR or RAW - Voucher printers would always use LPR. WIC Extranet printers could use LPR or RAW.
- LPR Byte counting enabled (Y/N) - This setting **MUST** be set when using a central print server that disperses print jobs to the other print servers that are attached to the printers.
- State/DTS NAT IP Address - Choose an IP address from the subnet that DTS assigned your agency. Configure a one-for-one NAT to the print server's IP address on the router connected to the state router.