

“HOW DO I...”

...request to have my printer set up to print from Banner?

- Complete the Banner Printer Set-Up Request form. The form can be found on the web at: [Banner Print Access Request form](#).
- The completed request form should be sent to the Service Desk in Huston 109, or emailed to EWUHelpDesk@ewu.edu, or faxed to (509) 359-6847.
- Your request will be entered into the Service Desk Work Order System and a Ticket will be generated.
- Your Ticket will be sent to a System Administrator. The System Administrator will identify your printer within the network and add your printer to the Banner environment.
- The System Administrator will send test reports to your printer to verify the connection.
- The System Administrator will mark the Ticket as complete and notify the Service Desk.
- The contact person identified on the request form will be notified by Service Desk personnel that the Ticket is complete and will be given the assigned Banner print queue name.

This process should take approximately 5 business days from the receipt of the completed request form.