

Multifunctional Device (MFD) Print Tracking Request Form

This form is required to add users for printing to the MFD from departmental workstation(s).

Please clearly print the following information for each user that will be printing to the MFD.

This form is to add additional users once the machine has been set up.

Please note that each user's UCSD Photo ID card MUST be authorized for copying first. Index numbers for printing will be the same as the index numbers authorized for copying on the user's Photo ID card, not Departmental Green Copy Card.

To add a user or to add, delete or change index numbers authorized for printing and copying, please use the Add/Delete Index Number form.

MACHINE # _____ (required)

Last Name, First Name	Employee#	Workstation AD Login Name	Workstation IP Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Department Authorized Signature: _____

Printed Name: _____ Mail Code: _____

Phone No.: _____ Email Address: _____

PLEASE RETURN FORM TO: Gina Webb @ gwebb@ucsd.edu or fax 4-8811 or MC 0175I