



### Important Information for VPS Printer Request Form:

**Submitter:** Enter the submitter's name.

**Request#/Work Order#:** Enter the Request Number or the Work Order Number.

**Request Date:** Enter the request date.

**Agency/Dept.:** Identification of department/agency/county office will help accurately select the pre-built printer definition. Clearly state the Department Name and Agency - for example - DHS-CMSNET; DHS-Accounting; DHS-MEDS, DHS-WICxxx; DHS-xxxxx.

**Comments:** In the Comments field, clearly state the specific report/printout type the VPS printer is dedicated for - such as Med Cards, etc, if applicable. Also if this printer is to be used for STD 628 forms.

**Make and Model of Printer/Model Printer After:** Make and model of printer to be defined. Also provide the U-Number of an existing printer to model the new one after.

**Requestor/Contact:** Submit request two (2) weeks ahead to pre-arrange VPS Printer Request to be completed on Specific Date (e.g., specify clearly the intended printer 'move' date or desired 'IP change' date, including any technical staff member's name that request should be coordinated with).

#### 1 Action – (A)dd, (D)elete, (C)hange (Req'd.Field)

Specify the action required.

#### 2 CICS Access – (Y)es, (N)o (Req'd.Field)

If printer requires access to CICS, specify 'Yes.' If not, specify 'No.'

#### 3 Agency Code

Agencies with multiple groups, must specify the printer group. Dept.of Health Care Services please specify the WIC Agency Code to which the printer needs to be defined. Only specify one Agency Code per printer.

#### 4 U# - U Number (Req'd.For Change or Delete)

If this is not a request for a new printer (A=Add) -- but, U=Update or D=Delete, specify the U# of the printer previously issued and defined in VPS Printer Definition.

#### 5 Current OTech IP Address (Req'd.Field)

The OTech IP Address that is currently assigned to the printer and defined in VPS Printer Definition.

#### 6 New OTech IP Address (Req'd.For IP Changes)

The new OTech IP Address to which the printer needs to be newly assigned or updated to.

#### 7 TCP Printer Name (TCPPrTR/Printer QueueName)

The Printer QueueName/TCPPrTR that is to be associated with the printer. \*\*Important - Printer Name is case sensitive. It must match exactly to the printer name entry configured at local physical printer's/server's configuration menu.

#### 8 Special Requirements (If applicable)

If the VPS printer needs to print reports from certain department / agency, such as SCO\*, SPB or CALSTARS. \*Pre-approval is required from those dept / agency(ies) and their procedures need to be followed due to the nature of "confidential" materials. Once those departments/agencies approve the request, submit the VPS Request. Please refer to the 'Process Flow' for detailed instructions.

#### 9 Page Orientation

If printer needs to be defined for a specific orientation, it must be specified. The default is to let the printer decide orientation.

#### 10 U Number (Will be entered by OTech)

If this is a request for a new printer (A=Add), OTech will provide the new printer's U-Number after they have defined it per the VPS Printer Request form.

And

#### 10 VTAM ID (Will be entered by OTech)

If the printer is defined to CICS, specify the existing VTAM ID that is associated with the printer. If the printer needs "CICS ACCESS," the VTAM ID will be generated for printer additions.

And

#### 10 CICS ID (Will be entered by OTech)

If the printer needs "CICS ACCESS," the CICS ID will be generated for printers added to CICS by OTech CICS Unit.

And

#### 10 XNET (Will be entered by OTech)

This field is for OTech to ensure that the printer is added to the XNET Table.

And

#### 10 CICS Region (Will be entered by OTech)

This field is for OTech to specify the CICS region that the printer is defined to.

#### 11 Comments

Include special instructions and/or status information as needed.

