

# Dallas ISD - Xerox Equipment Move Request Form

Campus/Department: \_\_\_\_\_ ORG#: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_



Type of Move (Internal/External)	Model	Serial	Current Location	Move To

Has electrical/power been confirmed for the new location? Yes \_\_\_\_\_ No \_\_\_\_\_

Does new location have a working network drop? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal/Director Signature: \_\_\_\_\_

**Inter-Campus Move (Internal):**  
Xerox unit to be relocated within same building. Custodial staff **MUST** be available at the time of move to assist in the physical relocation of the unit.

**Relocation to New Address (External):**  
Xerox unit to be relocated to new building or address. Moving company required to move equipment from one address to another.

**DO NOT MOVE MACHINES WITHOUT APPROVAL FROM DISD Copier Manager**  
Machines **MUST** remain on and connected to the network at all times.

Email completed form to [copierinfo@dallasisd.org](mailto:copierinfo@dallasisd.org)





## NEED TO MOVE YOUR XEROX PRINTER?

**SUBMIT A TICKET TO GRAPHICS BUT  
DO NOT UNPLUG THE PRINTER!**

**THE XEROX PRINTER SHOULD ALWAYS STAY  
CONNECTED TO THE NETWORK!**

**THIS ALLOWS US TO...**

- RECEIVE VITAL PRINTER READINGS
- MONITOR THE HEALTH OF THE PRINTER
- AUTO-REPLENISH THE TONER
- ALLOW FOR REMOTE EDTECH SUPPORT
- VERIFY THAT PAPER CUT FEATURES ARE UP TO DATE BEFORE WE MOVE THE PRINTER TO ITS NEW LOCATION.

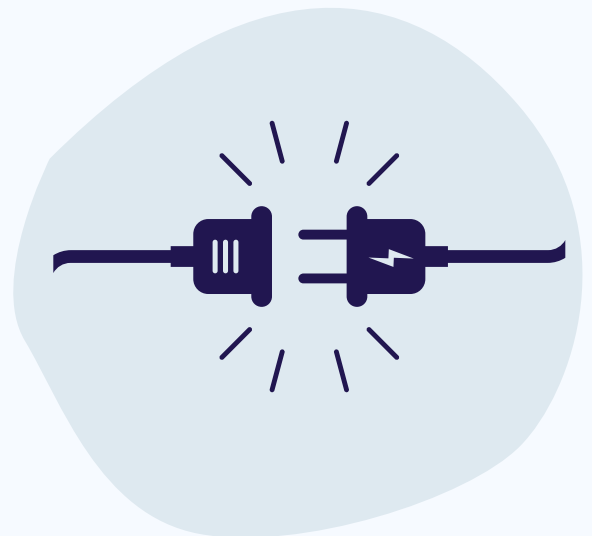


If your device is not connected to the network, email the **device model number** and **serial number** to **Linda Richardson-Taylor** at [lrichardsontaylor@dallasisd.org](mailto:lrichardsontaylor@dallasisd.org).

### **BEFORE YOU REQUEST A PRINTER MOVE:**

**CONTACT YOUR SCHOOL OR BUILDING  
ELECTRICIAN TO INSTALL OR TEST OUTLETS FOR  
YOUR PRINTER'S NEW LOCATION.**

**CHECK THE PRINTER'S POWER REQUIREMENTS.  
SOME PRINTERS NEED MORE THAN THE  
STANDARD 110-VOLT OUTLET.**









### **NEED HELP?**



For printing needs, email [graphicsinfo@dallasisd.org](mailto:graphicsinfo@dallasisd.org).















For copier moves, repairs or maintenance, email [copierinfo@dallasisd.org](mailto:copierinfo@dallasisd.org)

# ELECTRICAL REQUIREMENTS FOR XEROX BLACK & WHITE MODELS





  <b>VersaLink® B400/B405</b>	
<b>Mainframe Prod. code</b> 6HB/9HB	
Voltage	110-127 VAC
Amperage	15 AMP
Xerox Recept. part #	544P99010
Receptacle NEMA #	5-15R
Receptacle Photo	
Dimensions Base Config.	W 19.5" (495 mm)
	D 19.5" (495 mm)





  <b>AltaLink® B8145/B8155</b>	
<b>Mainframe Prod. code</b>	
Voltage	110-127 VAC
Amperage	15 AMP
Xerox Recept. part #	544P99010
Receptacle NEMA #	5-15R
Receptacle Photo	
Dimensions Base Config.	W 24.4" (620 mm)
	D 28.5" (723 mm)

 <b>PrimeLink B9100, 9110, 9125, 9136</b>	
<b>Mainframe Prod. code</b> ECQ	
Voltage	200-240 VAC
Amperage	15 AMP
Xerox Recept. part #	544P24171
Receptacle NEMA #	6-15R
Receptacle Photo	
Dimensions Base Config.	W 30"(760 mm)
	D 32"(804 mm)

 <b>Xerox D95 / D125 136</b>							
<b>Mainframe Prod. Code</b>	<b>BG0</b>	<b>OHCF 1 or 2 Trays</b>	<b>IFM</b>	<b>HCS</b>	<b>GBC Punch</b>	<b>Light Prod. Fin.</b>	<b>Square Fold</b>
Voltage	208-240	110 VAC	110 VAC	110 VAC	110 VAC	110 VAC	110 VAC
Amperage	15 AMP	15 AMP	15 AMP	15 AMP	15 AMP	15 AMP	15 AMP
Xerox Recept. Part #	544P24171	544P99010	544P99010	544P99010	544P99010	544P99010	544P99010
Recept. NEMA Part #	6-15R	5-15R or 5-20R	5-15R or 5-20R	5-15R or 5-20R	5-15R or 5-20R	5-15R or 5-20R	5-15R or 5-20R
							

# ELECTRICAL REQUIREMENTS FOR XEROX COLOR MODELS

 		<b>VersaLink®</b> <b>C400/C405</b> 
<b>Mainframe Prod. Code</b>		<b>7HB/4HX</b>
Voltage	110-127 VAC	
Amperage	15 AMP	
Xerox Recept. part #	544P99010	
Receptacle NEMA #	5-15R	
Repectacle Photo		
Dimensions Base Config.	W	19.5" (495 mm)
	D	19.5" (495 mm)

 		<b>AltaLink®</b> <b>C8130/C8135/</b> <b>C8145/C8155</b> 
<b>Mainframe Prod.code</b>		
Voltage	110-127 VAC	
Amperage	15 AMP	
Xerox Recept. part #	544P99010	
Receptacle NEMA #	5-15R	
Repectacle Photo		
Dimensions Base Config.	W	24.4" (620 mm)
	D	28.5" (723 mm)

A photograph of three call center agents wearing headsets, smiling and talking. The background is a bright, out-of-focus office setting. The image is partially obscured by dark, geometric shapes on the right side.

**One** Support Team

**One** Email Address

**One** Phone Number

Welcome to Your  
Dallas ISD Support Team

*Your Single Point of Accountability*



**xerox**™

Business Solutions Southwest

[XBSSW-SATXSM@xerox.com](mailto:XBSSW-SATXSM@xerox.com) (469) 702-4059

**xerox**™

Business Solutions Southwest

(469) 702-4059

We deliver extraordinary expertise  
and a single point of contact for  
all of your MFD needs.

[XBSSW-SATXSM@xerox.com](mailto:XBSSW-SATXSM@xerox.com)

## *Reach out to us for*



**Service Requests**



**Supply Replenishment**



**Technical Support**

*Need help with something not on this list? Just ask.*

Xerox® Knowledgebase Self-Help:  
[southwest.xeroxbusinesssolutions.com/xerox-kb/](https://southwest.xeroxbusinesssolutions.com/xerox-kb/)

[XBSSW-SATXSM@xerox.com](mailto:XBSSW-SATXSM@xerox.com) (469) 702-4059

