

Dallas ISD - Copier 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):

Copier 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):

Copier 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

Clear Form



Need to move your printer or copier?

Do not unplug the printer! Submit a ticket to EdTech.

The printer should always stay connected to the network!



Help us, help you!

Leaving the printer plugged in will allow us to:

- Receive vital printer readings
- monitor the health of the printer
- Auto-replenish the toner
- Allow for remote EdTech support
- Verify that PaperCut 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.

Before you request a printer move:

Contact your school or building's 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 copier moves, repairs or maintenance, email copierinfo@dallasisd.org.