



REQUEST FOR PRINTING

MACHINE : \_\_\_\_\_ USERNAME : \_\_\_\_\_ REF. NO. : \_\_\_\_\_  
(FOR CSCOP'S USE ONLY)

REQUESTED BY : \_\_\_\_\_ POST : \_\_\_\_\_

DEPARTMENT : \_\_\_\_\_ TELEPHONE/EXT : \_\_\_\_\_

REQUEST DATE : \_\_\_\_\_ TIME : \_\_\_\_\_

SPECIAL INSTRUCTION : \_\_\_\_\_  
\_\_\_\_\_

TYPE OF DOCUMENT	DEVICE CODE	DIRECTORY/PATHNAME	FILENAME	STATIONERY		NO. OF PRINTS	TOTAL COPIES
				TYPE	PLY		

ESTIMATED TOTAL VOLUME OF OUTPUT : \_\_\_\_\_ PAGES

\_\_\_\_\_  
SIGNATURE OF APPLICANT      DEPARTMENTAL COMPUTER LIAISON OFFICER      DATE & TIME  
(IF AUTHORIZATION REQUIRED)

**FOR CSC USE ONLY**

REMARKS : \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED BY      JOB COMPLETED BY      DATE & TIME

## REQUEST FOR PRINTING

### Method of Completion

- Machine : Fill in the name of computer system where the print file(s) reside.
- Username : Fill in your login username.
- Ref. No. : This should be left blank. (A reference number will be assigned by computer operator according to the job submission log book.)
- Requested by : Fill in your name.
- Telephone/Ext : Fill in your telephone/extension.
- Department : Write down the name of your department.
- Request Date and Time : Fill in the date and time that the request is made to Computing Services Centre.
- Post : Fill in the name of your post.
- Special Instruction : Write down any special instruction to computer operator.
- Type of Document : Fill in the title of the report or the name of the listing.
- Device Code : Fill in the input device code if differ from the default assigned by Computing Services Centre.
- Directory/Pathname : Fill in the input directory or pathname if differ from default assigned by Computing Services Centre.
- Filename : Fill in the name of a file that contains the output to be listed.
- Stationery : Ply & Type  
The followings are the standard papers provided by the Computing Services Centre for printing

<u>PLY</u>	<u>TYPE</u>	<u>SIZE</u>
1-ply	Blank paper	11" x 15"
2-ply	Blank paper	11" x 15"
Label	Label	4" x 1.5"

Any other non-standard stationery to be used should have an attached sample along with the request form.

- Nb. of Prints : Write down the number of times you want the file to be printed onto the specified stationery.
- Total Copies : This is the product of PLY and No. of Prints. (The total number of copies that you can get when all ply-copies have been separated.)
- Estimated Total  
Volume of Output : Write down the estimated no. of pages to be printed totally.  
(This item is not compulsory but it is preferred.)
- Signature of Applicant : Sign your name here.
- Departmental Computer  
Liaison Officer : Signature of departmental computer liaison officer is required except for requests made by the full-time academic teaching staff.
- Date & Time : Fill in the date and time when departmental liaison officer authorizes the request.
- For CSC use only : Should be left blank for CSC use only.