



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 (IF AUTHORIZATION REQUIRED)	_____ DATE & TIME

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.