



# New CU\*BASE Printer Configuration Request

Rev. May 9, 2014

To request the creation of a new laser printer device in CU\*BASE, please complete this worksheet and fax it to CU\*Answers, Attn: Network Services, **fax# 616-285-7288**, or attach it to an email to [helpdesk@cuanswers.com](mailto:helpdesk@cuanswers.com). A Support Specialist will contact you to verify authorization and assist you with completion of the new device configuration. If you have questions about the process or need assistance filling out the worksheet, please contact a Systems Associate at 800-327-3478, Option 3, Communications and Hardware. We will be happy to assist you.

Credit Union Name  CU #

Requested date for completion

## General Information

This CU uses a  5-character OR  7-character device naming scheme (*must use one or the other; cannot combine*)

*If 5-character scheme:*

Requested Device ID

*The first two characters must be unique; the last three digits are your CU #. Ex:*

*If 7-character scheme:*

Requested Device ID

*The first two characters are your CUID, the second two are your branch #, and the last three characters must be unique  
Ex:*

*For either scheme:*

Device Description   
*(Such as "Teller Check Printer," "Loan Forms Printer," "Drive-Thru Receipts Printer," etc.)*

Branch #

Printer Make and Model  Duplex  Yes  No

Primary Purpose  Checks  Loan Forms  Reports  Receipts

## Printer Drawers/Tray

Check all of the drawers that your printer has, and specify how each drawer will be used.

Drawer

How it will be used (such as drawer 1 for starter checks, drawer 2 for laser checks, etc.)

<input type="checkbox"/> Manual feed tray	<input type="text"/>
<input type="checkbox"/> Drawer 1	<input type="text"/>
<input type="checkbox"/> Drawer 2	<input type="text"/>
<input type="checkbox"/> <input type="text"/>	<input type="text"/>
<input type="checkbox"/> <input type="text"/>	<input type="text"/>

## Authorization

Authorized by  Date