

New Computer Installation Request Form for Macs

HDA Issue #: \_\_\_\_\_  
(for HelpDesk use)

Date: \_\_\_\_\_ Asset Tag #: \_\_\_\_\_ Dept: \_\_\_\_\_

Account to charge: \_\_\_\_\_ Account to charge for licenses (if different): \_\_\_\_\_

Name of submitter: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of person who will be using the computer: \_\_\_\_\_

Phone: \_\_\_\_\_ Room where computer will be used: \_\_\_\_\_

Laptop model:  MacBook  MacBook Air  MacBook Pro  
Size:  11"  13"  15"  17"

Desktop model:  Mac mini  Mac Pro  iMac  
Size:  21.5"  27"

Computer replacement:

Is there an existing computer that the new computer will replace? Yes / No  
Will that computer be going to someone else? Yes / No  
(If yes, please submit an additional work order with that specific information.)

Data Recovery:

Do you need data moved from an old computer to the new computer? Yes / No  
If yes, please specify the folder(s) containing your data:

\_\_\_\_\_

Which web browser (Safari, Firefox, ...) bookmarks do you need transferred?

None  Firefox  Safari  Other (specify): \_\_\_\_\_

Standard Software:

The newest versions of the following software will be loaded: Adobe Acrobat Reader;  
Firefox; Office 2011 Professional; McAfee Security (virus protection).

List any exceptions: \_\_\_\_\_

PC Software:

Do you need to run PC software? Yes / No

If Yes, Windows 7 (64 bit) with Office 2010 will be installed.

Note: A Parallels license will be IDTed to the department.

Additional Software:

Please list any additional software you need installed. (You will need to provide the license and software at the time of installation.)

\_\_\_\_\_

Please indicate if additional hardware will need to be attached to your Mac:

None     USB Scanner     USB Printer     Other (please specify): \_\_\_\_\_

Network Printing:

If you need to print to any network printers, please specify the following information:

Model of printer (HP4550, ...): \_\_\_\_\_ Location of printer: \_\_\_\_\_

Inventory # of printer: \_\_\_\_\_ IP address of printer: \_\_\_\_\_

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Notes:

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