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Lucas County Information Services

Anita Lopez, Lucas County Auditor and Secretary of the Data Processing Board

One Government Center Suite 400 Toledo, OH 43604

419.213.4025 Voice 419.213.4024 Fax

LCIS End User Hardware Installation Form

Date:
User Name:
Phone: (ext.):
E-Mail Address:
Department:
Location/Building:
Date and Time you will be available for service*:

*Please note: You must be present for service to be performed. Your username and passwords may be necessary to complete service. For security reasons we ask user not to post their user information and passwords in public view.

Type of Installation (Check all that apply):

PC Laptop Monitor Network Printer Standalone Printer

Other device (please specify):

Is this brand new (still in factory box) equipment (check one)? Yes No

If NO, Please indicate the make and model of this equipment:

Make (manufacturer): Model:

Is this device currently being used by another employee? Yes No

If YES, Please list the users name, location and phone number:

Does device need to be connected to the county's network?* Yes No

8 cYg'XYj]W'WcbbYWirc`UgWUbbYf`cf`gWUb`ghU]cb3
8 cYg'XYj]W'fYei]fY]bghU`U]cb`cZCb6 UgY`dfcXi Wg3`

*Please note: If you are unsure of the network status for this device please contact your department head, supervisor, or LCIS for additional help. (LCISHelpDesk@co.lucas.oh.us or 419.213.4037)

Please use the Software Request form to list All software/programs that LCIS Tech staff will be installing on this device. If you are not sure what Software/programs you may need please contact your supervisor or LCIS for additional assistance.

Please Fax your completed requests to LCIS Help Desk at 419.213.4024

****IMPORTANT SOFTWARE INFORMATION****

LCIS staff will NOT install software or programs omitted from c@ list. Software installations performed by LCIS must be accompanied by a current license. Software that came preinstalled on your old equipment may not be licensed for use on your new equipment and may be non-transferable. Please check with your department head or supervisor for current license status. LCIS staff will NOT install ANY software that does not have a current license.

For questions regarding service orders or service order status please contact LCIS Help Desk at 419.213.4037 or email lcishelpdesk@co.lucas.oh.us.