

Shared Color printer access must be approved in order to grant access to the NASA HQ shared color printers. A Class 2 Service Request(SR)(NHQ Form 231) and a NASA Headquarters Automated Systems Access Request(NHQ Form 224)are required to grant access via the NHQ 224 process. The NHQ 244 authorizes access to a particular color printer. The Service Request (NHQ 231) authorizes the installation of the appropriate printer drivers on the workstation.

Once the accounts are approved and established, the appropriate printer drivers will be installed by a computer Customer Service Representative (CSR). The users will then be notified upon completion of these activities and directed to a web page that describes how to take full advantage of the printer features. Instructions on printing to the Tektronix Phaser 560 color printer can be found at http://www.hq.nasa.gov/help/faq_et.htm

As these printers are expensive to supply and maintain, please ensure their use is limited to valid, work related printing requirements.