

# Basic Sciences Network Office

1830 Building, Suite 3-300  
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e-mail: [bsno@jhmi.edu](mailto:bsno@jhmi.edu)



If you are requesting a new system setup or you are having a problem with your system and it is in our inventory, please fill out this form and click 'SAVE FORM' at the bottom of this screen. Someone will contact you shortly.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location(room/bldg.): \_\_\_\_\_ Dept.: \_\_\_\_\_

PI Name: \_\_\_\_\_ I/O#: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of equipment (Printer, Mac, PC, other): \_\_\_\_\_

Make and Model of Unit: \_\_\_\_\_

Check here if there is or will be **Patient data** on this unit.

Check here for 'New System' setup.

Check here for 'Service Request'.

Unit BSNO# or Serial Number (service tag): \_\_\_\_\_

User ID: \_\_\_\_\_ Password: \_\_\_\_\_

Description of Problem:

If you are leaving the unit for the technician to repair, please make sure that all of the necessary accessories are also left with the unit. Example: laptop – CD, AC adapter, and etc.

\*Once you save this form, email as attachment to [bsno@jhmi.edu](mailto:bsno@jhmi.edu)