

Basic Sciences Network Office

1830 Building, Suite 3-300
phone: 410-614-4901 / fax: 410-614-7480
e-mail: 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