

# Did you know?



Moving a Xerox device requires a MACD form.  
(Move-Add-Change-Dispose)



These devices are networked and moving without notification impacts billing, supply ordering, and any needed repairs. Please DO NOT move a Xerox device without submitting a MACD request form.

The MACD form can be found at:

<https://fseml2a.csuohio.edu/MACDPrin.nsf>

Thank you and think **green!**

To learn more about Managed Print Services (MPS) please email [Printprogram@csuohio.edu](mailto:Printprogram@csuohio.edu) or visit <http://mycsu.csuohio.edu/mps>

Managed Print Services provided by Xerox. **xerox** 