

PC Relocation Request

Complete all sections of the form – incomplete forms cannot be processed and will be returned. Please contact the Help Desk on x5435 if you have any queries about completing this form.

Personal Details

First Names:

Last Name:

Current Contact No.:

New Office Details

New Room No.:

New Network Port Label, e.g. 'CU-2':

Current Network Details

Current Host Name:

Current IP Address:

Current Adapter / Physical Address:

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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Finding out your machine details in Win 95 / 98 / ME

1. Click on the *Start* button and in the *Run* box type *winipcfg*
2. Click on the *More Info >>* button to display the full details
3. NB Do NOT provide the 'PPP Adapter' address. If this is displayed, click on the drop-down menu and select the entry containing either 'network', '3Com' or 'ethernet'. Please phone the Help Desk if you are unsure.

Finding out your machine details in Win NT / 2000 / XP

1. Click on the *Start* button and in the *Run* box type *command* to get to the Dos prompt
2. At the *c:\windows>* prompt type *ipconfig /all*

Finding out your machine details on a MAC - OSX

1. Click on *System Preferences* and then *Network* to obtain the *Ethernet Address*

Finding out your machine details on a MAC - Other

1. Click on the *Apple symbol* in the top left of the screen
2. Select *Control Panels* and select *tcp/ip*
3. In the *tcp/ip* window go to the *File* menu and select *Get Info*

If you require any additional help or assistance in locating your machine's network details, please contact the Help Desk on x5435