

Business Name _____ Delivery Date _____

Contact _____ Phone _____ Email _____

IT Contact _____ Phone _____ Email _____

IT will be (onsite, via phone) during delivery. Device will need to be moved up/down stairs during delivery.

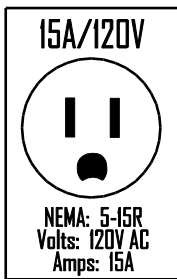
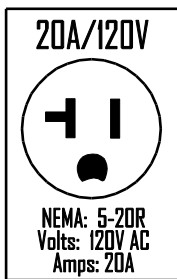
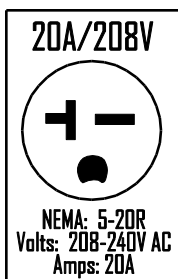
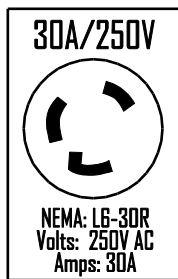
Please provide any special delivery instructions: _____

Login codes are to be setup on device. Codes will be used to track usage. Codes will be used to restrict color usage.

If account codes are to be implemented, please create a list of account names and passwords. Please forward electronic version of list along with this form or have it available at time of delivery. Please create list as a Microsoft Excel spreadsheet.

Transfer settings from existing copier into new equipment. Current device model: _____

Please indicate which type of electrical outlet is located where device is to be placed:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			
NEMA: 5-15R Volts: 120V AC Amps: 15A	NEMA: 5-20R Volts: 120V AC Amps: 20A	NEMA: 5-20R Volts: 208-240V AC Amps: 20A	NEMA: L6-30R Volts: 250V AC Amps: 30A

FAX SETUP

Fax Header: _____ Fax Number: _____

There is an available fax line connection. Confirmation pages are needed for all fax transmissions.

A 5-foot phone cord is provided with fax capable devices. If a longer cord is necessary, customer is responsible for providing it.

NETWORK SETUP

Default configuration of device may not allow for wireless connectivity. A wired network connection may be required.

Printer is to be shared from server.

There is an available network connection for device.

What OS are workstations? Approximate # of each?

IP: _____

Windows _____ Mac _____

Subnet: _____

Other _____

Gateway: _____

Mobile: iOS _____ Android _____

DNS: _____

Mobile print may not be function if copier codes are used.

Domain: _____

SCAN SETUP

Scan-to-Folder (SMB (Windows share)/ FTP)

Scan-to-Email Attachment

Host/IP: _____

SMTP Server: _____

Share/Root: _____

Email Address: _____

Account Name: _____

User Name: _____

Password: _____

Password: _____

SSL/ TLS required? Port #: _____

If emails or fax speed dials are to be programmed into device, please create a list of destinations. Please forward electronic version of list along with this form or have it available at time of delivery. Please create list as a Microsoft Excel spreadsheet.