

Pre-Installation Data Sheet



The information requested in this document is required for accurate and efficient evaluation of proposed equipment relative to the network environment. Please list all proposed solutions for evaluation.

This form must be completed and submitted before installation can be scheduled.

Company Name: _____

Model: _____ Equipment ID: _____ Sales Rep: _____

1. What functions will you need configured?: (Check all that apply)

- Printing (Fill out section A)
- Scan to e-mail (Fill out sections A and B)
- Scan to shared folder (Network Scanning) (Fill out section A and C)
- Optional software solutions (ScanFlowStore, Scan to PC Desktop Professional, etc.) (Fill out section A and D)

2. In order for your copier to print and/or scan, it must be installed on your network. Therefore, the following information about your network and IT support is required from you:

a) Is there an active network drop at the copier location?

Please note that COS cannot connect the copier to your network unless there is an available network drop that has been verified as active (unless your environment is wireless – please see item C below)

- Yes No N/A (wireless)

b) Is there a network cable available? (COS does not provide a network cable)

- Yes No

c) Is the copier going to be connected to a wireless network? (Requires Xerox wireless adaptor.)

If "Yes", please fill out the separate Xerox Wireless Data Form as well.

- Yes No N/A (wireless)

d) Please tell us about your IT support:

- No IT support is available (charges may apply if non-copier related network services are required)
- IT support is in-house
- IT support is subcontracted

e) Please check the availability of your IT support

- IT support is available onsite
- IT support is available via phone

Name: _____

Phone: _____

Thank you for filling out the above information.

Please have your IT personnel fill out the information below (designated by the grey headers) in accordance to the desired functions specified by you on item 1 above.

Afterwards, please sign at the bottom.

Sections A through E are to be completed by client IT support.
- - PLEASE PRINT CLEARLY and UNDERLINE CAPITAL LETTERS - -

Section A: Printing Configuration Information

- Copier IP address: _____ . _____ . _____ . _____
- Subnet mask address: _____ . _____ . _____ . _____
- Gateway address: _____ . _____ . _____ . _____
- DNS server address: _____ . _____ . _____ . _____
- Domain or workgroup name: _____
- Type of network:
 - Peer to peer
 - Server – client
- Desktop operating systems in use:
 - Windows XP
 - Windows Vista
 - Windows 7
 - Mac (version: _____)
 - Other: _____
- Server operating systems in use:
 - Windows 2003
 - Windows 2008
 - Other: _____
- Bit architectures in use:
 - 32 bit
 - 64 bit
- Number of PCs to install printer drivers on: _____
(Our systems engineers are authorized to install drivers on no more than 4 PCs and 1 server unless previously arranged and subject to additional installation charges.)

Section B: E-mail Configuration Information

- SMTP server name or IP address and port: _____ : _____
- Account address: _____ @ _____ . _____
(This will be shown as the “from” address when scanning to e-mail and **is** required.)
Please Note: If your mail server requires authentication for the above account address, please provide the following:
 - Account name: _____
 - Account password: _____

Section C: Network Scanning Configuration Information

- UNC path to shared folder:
\\ _____ \ _____
(Ex: \\PCname\SharedFolder) (A few subdirectories are acceptable. Please add as needed.)
Please Note: The copier(s) requires authentication credentials for Network Scanning. It is strongly recommended that you **create a specific user account for the copier(s)**. This account must have Full Access rights to the destination folder and its password should be set to never expire. Please create this account PRIOR to the date of installation.
 - Account name: _____
 - Account password: _____

Section D: Optional Software Options

- Optional software solutions require unique information. Please check purchased software options below in order to receive the appropriate installation requirements and pre-installation survey forms. (Please note that for the installation of optional software solutions your I.T. administrator **must** be present onsite during the installation.
 - Command Workstation
 - ScanFlow Store
 - Scan to PC Desktop PaperPort PSP
 - Other: _____

3. If due to security reasons you can not disclose some or part of the information below as required for a proper installation with your choice of options, please state so in section E. Please note that the aforementioned information **must** be provided at the time of install. If it is not ready, the installation will be rescheduled for a later date when the required configuration information is available.\

Section E: Other Installation Notes

Confidentiality and Non-disclosure: All knowledge and information which we may acquire from you, or from your employees or consultants, or on your premises respecting your inventions, designs, methods, systems, improvements, and other private matters shall for all time and for all purposes be regarded as strictly confidential and shall not be directly or indirectly disclosed by us to any other person without your prior written permission. It is further expressly agreed that we will not intercept any data transmitted through your facilities and that all such data shall be regarded as strictly confidential as described above. Finally, we agree to access and/or process your personally identifiable information only at your direction and in accordance with this Agreement, and we shall limit access to personally identifiable information to only those personnel who have a legitimate business reason for such access. We agree to comply with all privacy and data protection laws applicable to your information or the performance of this Agreement.

Disclaimer: During the initial network installation as well as network service calls, our technicians may need to connect their service laptops to the network drop of your copier in order to access the internet or conduct packet analysis of data transmitted to and from the copier only. This will be done only with expressed consent from our point of contact at your location.

Changes to the initial network configuration will be subject to additional charges at COS's prevailing rates. Changes that require additional charges after the completion of the installation may include but are not limited to:

- Protocol changes
- Network Operating System changes
- Applications that do not adhere to prescribed PostScript or PCL standards
- Additions to required Support Environments (Workstations / Server Platforms)
- Physical Topology changes
- IP address changes or the addition of new IP addressing structure
- Network induced anomalies requiring the support of COS to identify the network architecture or problems.

Customer Statement:

By signing below, the customer acknowledges that the configuration information relative to the installation(s) of the product(s) identified above are accurate and fully disclosed as required and adhere to the customer's satisfaction regarding the scope of work requested.

Customer Signature

Date

Customer Name Printed

Salesperson Signature