



Pre-delivery checklist / Site Survey

Account Representative - please provide as much information as possible to prepare for equipment delivery.

Account Name: _____

Date: _____

Account Rep: _____

Equipment Model: _____

Section One - Physical Location:

Check boxes and fill information as needed

Will equipment easily fit into allocated space? If unsure, enter dimensions: _____ X _____

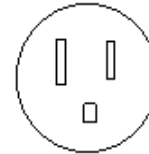
There are no passages for delivery less than 33 inches.

Are steps involved in the delivery process? If so, how many? _____

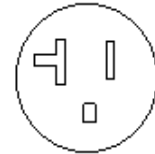
Is there an available elevator for the delivery process?

NEMA 5-15 → Please check the appropriate box indicating which electrical outlet type is present at the machine's delivery location.

NEMA 5-20 →



NEMA 5-15



NEMA 5-20

Equipment Delivery/Placement contact

Name: _____

Email: _____

Phone: _____

Fax: _____

Section Two - Equipment Features Requested:

Check boxes and fill information as needed

Fax (Paper-Standard)

Network Fax

Paperless Reception

Print

via Network

via Parallel

via USB

Scan

to email

to multiple client PC's

to shared server resource

via DB Assistant

Use this box to describe any special needs

via FTP

via TWAIN

Enable Job Accounting/Management?

Print

Copy

Scan

Fax

Section Three - Fax Settings:

Check boxes and fill information as needed

Fax Header Name: _____

Fax Transmission Confirmation Print:

Fax Header Phone Number: _____

Always

Never

Upon Error

** If available, please attach a prepared fax address book listing for pre-programming.*

Section Four - Connectivity/Interfacing:

Check boxes and fill information as needed

Available Active Open Physical Connections within (7) feet:

Fax phone line

Ethernet (RJ45) Jack

Second Ethernet (RJ45) Jack

Number of Client workstations using machine features:

Please list number of workstations per Operating System

_____ Windows PC → oldest version? _____ newest version? _____

_____ Mac → oldest version? _____ newest version? _____

_____ Linux → oldest version? _____ newest version? _____

_____ Unix → oldest version? _____ newest version? _____

Network Environment Type:

Peer-to-Peer (no Server)

Client/Server

Server OS: _____

Addressing:

Will specific IP addresses be provided by the account's IT department?

Yes, use the static information below

No, use DHCP addressing

No, use existing IP address patterns and set static IP's to suit

Static IP addresses assigned by account's IT department:

Print NIC IP _____

Subnet Mask _____

Scan NIC IP _____

Gateway _____

Note: scan IP would only be use on models that have a separate scan NIC.

DNS 1 _____

Domain _____

DNS 2 _____

SMTP Server _____

(used if scan-to-email feature is requested)

Relay Account _____

Relay Password _____

Account's I.T. Rep _____

I.T. rep on staff?

Contact via _____

Section Five - Trade-in/Equipment Pickup:

Trade-in for value

Pickup for disposal

Return to leasing company