



## **Pre-Installation Data Sheet**

*This form must be completed to ensure proper installation.*

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Company Phone:** \_\_\_\_\_

**Primary On-Site Contact:** \_\_\_\_\_

**Model:** \_\_\_\_\_ **Serial Number:** \_\_\_\_\_

### **1. What functions will you need configured : (check those that apply)**

- |   |                      |
|---|----------------------|
| <input type="checkbox"/> Printing                                 | (See Section A)      |
| <input type="checkbox"/> Scan to E-mail                           | (See Sections A & B) |
| <input type="checkbox"/> Scan to Shared Folder (Network Scanning) | (See Sections A & C) |
| <input type="checkbox"/> Fax Forwarding                           |                      |

### **2. Copiers must be installed on your network in order to print and/or scan. The following information about your network and IT support is needed:**

**Do you need a network?**

Yes       No

**i. Do you need any additional hardware?**

Yes       No

*If yes, what do you need? \_\_\_\_\_*

**ii. Is there an active network connection at the copier location?**

*We need an available and active network connection in order to connect the copier.*

Yes       No       N/A Wireless

**iii. Is there a network cable available?**

Yes       No

**iv. Is the copier going to be connected to a wireless network?**

Yes       No       N/A Wireless

**v. To what extent do you have IT Support?**

- No IT support is available (There maybe additional charged for non-copier related services that may be needed)
- IT Support is in-house
- IT Support is available via phone

**vi. If you have IT Support, please specify how we can be in contact:**

- IT Support is available onsite
- IT Support is available via phone

Name: \_\_\_\_\_

Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Thank you for providing the information above. The next four sections are to be completed by IT Personnel in accordance to what you have specified in Question 1. A signature at the bottom is required.

**Sections A through D** are to be completed by Client IT Support. \* ***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 7
- Windows 8
- Windows 10

Mac Version: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Server Operating systems in use:**

- Windows 2008
- Windows 2012
- Server 2016
- Other: \_\_\_\_\_

**Bit Architectures in use:**

- 32 Bit
- 64 Bit

**Section B: E-mail Configuration Information**

**SMTP IP address or Host Name:** \_\_\_\_\_

**Externally Hosted By:** \_\_\_\_\_

**Device E-mail:** \_\_\_\_\_ **Password:** \_\_\_\_\_

**Port Number:** \_\_\_\_\_

**Authentication:**  Yes  No  
**Encryption:**  Yes  No

**If Yes**  SSL/TLS  STARTTLS (If available)

**\*\*Encryptions may not by supported depending on certain models\*\***

**DNS Server IP Address(es):** **Primary** \_\_\_\_\_  
**Alternate** \_\_\_\_\_

**Section C: Network Scanning Configuration Information**

**UNC path to shared folder :**

\\ \_\_\_\_\_ \ \_\_\_\_\_  
(Ex: \\IPAddress\ Shared Folder) (Add subcategories 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: Additional Installation Notes**

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**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 connection 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_