

Customer Information

Company Name: _____	IT Contact: _____
Address: _____	IT Phone: _____
City/State/Zip: _____	IT E-mail: _____
Primary Contact: _____	Contact Phone: _____

Initial Setup Details

<p>Environment Workgroup Name: _____ Domain Name: _____</p> <p>Server OS</p> <p><input type="checkbox"/> Windows 2008 <input type="checkbox"/> Windows 2008 R2</p> <p><input type="checkbox"/> 32-Bit <input type="checkbox"/> Windows 2012 <input type="checkbox"/> 64-Bit <input type="checkbox"/> Windows 2016</p> <p>Workstation OS</p> <p><input type="checkbox"/> Windows 7 <input type="checkbox"/> Windows 8 <input type="checkbox"/> Windows 8.1 <input type="checkbox"/> Windows 10 <input type="checkbox"/> 64-Bit <input type="checkbox"/> Apple OSX</p> <p>Server Details</p> <p>Server Hostname: _____ WINS IP: _____ DNS1 IP: _____ DNS2 IP: _____</p> <p>Server Login</p> <p>Local User: _____ Password: _____</p> <p>Domain User: _____ Password: _____</p>	<p>Scan to Email</p> <p>SMTP Server: _____ SMTP Username/Email: _____ SMTP Password: _____</p> <p>Is SMTP authentication required: <input type="radio"/> No <input type="radio"/> Yes Use SSL: <input type="radio"/> No <input type="radio"/> Yes Port: <input type="radio"/> 25 <input type="radio"/> 465 <input type="radio"/> 587</p> <p>LDAP</p> <p>Server Name: _____ Server IP: _____ Position to Start Search: _____ User Name: _____ User Password: _____ Use SSL: <input type="radio"/> No <input type="radio"/> Yes</p> <p>Print Server</p> <p><input type="radio"/> Available: IP Address _____ <input type="radio"/> Not Available. Drivers loaded locally.</p> <p>Scan to Folder Path: _____ Fax Fwd to Folder Path: _____</p>	<p>Meter Collection</p> <p><input type="radio"/> FM Audit - automated collection and toner fulfillment) requires software installation on Print Server or PC <input type="radio"/> e-Info - customer enters meters and orders toner via portal <input type="radio"/> Manual entry - \$25 per billing cycle per device</p> <p>WiFi</p> <p>WiFi SSID: _____ WiFi Passcode: _____</p> <p>Printer Language</p> <p><input type="checkbox"/> PCL <input type="checkbox"/> Post Script <input type="checkbox"/> UFR II <input type="checkbox"/> Google Cloud <input type="checkbox"/> Air Print <input type="checkbox"/> Other</p>
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Device Information

Please provide as much information as possible before install. It is recommended to assign a static IP for each machine.

Location/Dept	New Model ID	IP Address	Subnet	Gateway	Fax Number	# of Workstations to Connect

Default MFP Options

User codes restrict and track operations on the MFP. Some models may not support this.

- User Codes:**
- None Color Printing Color Copying
 Scanning B/W Printing B/W Copying

Notes: