Primary installation Location: Please provide the address of the primary location that your equipment will be installed. If there is more than one address, your Sales Representative will already have provided the additional locations.

Company Name *

Street Address *

Location of Device

City *   **State** *   **Zip** *

Sales Representative (Name) *

Installation Contact: *Please provide contact information for the day of installation. If network access is required, this should be someone with access to network administrator (system Admin) rights.*

Installation Contact *   **Installation Contact Phone** *   **Installation Contact Email** *

Installation Options: *Please read the statement below and select the installation option.*

Woodhull provides standard installation services in a current Windows peer -to-peer (local) or server based environment to clients who purchase or lease a networked multifunction device (MFD). This service includes the installation of the MFD as well as the setup for scanning to email or file, faxing and network printing. We will also create a custom print driver installer for use on PC's not available at time of install. The installation of a graphic color MFD or a high volume device with a Fiery unit will include basic print controller training as well as basic color calibration. Advanced color calibration, color management, pre-press, workflow set-up, or output from 3rd party application training is available at an additional cost.

Select One:

Standard Installation requires that (a) the network administrator(s) be present for installation, (b) all installation procedures should be performed by Woodhull representatives under the supervision of the network administrator.

Advanced Networking *(excess of 2 hrs)*is available when there is no network administrator present requiring Woodhull to perform all tasks associated with installation. Woodhull will install and set-up network printing and scanning provided the minimum system and hardware requirements are met. i.e. proper electric power, live network drops are accessible along with proper network
credentials. **The cost for this service $150 per hour**.

Client Self-Installation is available when the client will install and configure the device for printing, scanning and faxing. A Woodhull Delivery technician will deliver the device, unwrap and power cycle the device only. **By selecting this option, you agree that any service call related to configuring the device for printing, scanning and faxing will be at a per incident cost of $150 per hour.**

Meter collection and Device Monitoring

Woodhull provides a service to collect device meters and monitor device status. This automated process provides meters for accurate and timely billing and certain preventative maintenance services.
This service is included as part of your existing agreement and a device management utility must be installed on a single server or workstation with 24/7 operation as well as the same network as the device(s).

Select One:

Agree to Device Monitoring- I agree to allow a Woodhull representative to install a device management utility for the purpose of collecting meters and monitoring device status. I also agree to assist Woodhull in the continued operation of the device management utility throughout the term of my agreement.

Decline Device Monitoring- I refuse the installation of a device management utility and understand that it is the responsibility of my company or organization to report device meters within 5 days of the request for meter or a fee will apply. The fee will be $5.00 per device per billing cycle.

Client Prerequisites and Planning Deliverables

Yes   No

Active Ethernet port: Is there an Ethernet port with static IP address available and an active jack in the location where the new MFD will be located?

SMTP Relay Server Onsite: Is there a SMTP Relay Server available to be used, for Scan to Email function?

Scan to File: Is there a file server or centralized location for scan to file?

Scan to File Authentication: Is there a user account with rights to write a file to that location?

SMTP Authentication: Does the SMTP Relay Server require authentication in order to pass Email through the internet?

Network Drops and Hardware: "Customer to ensure that all Data Ports, network drops, cables, etc., are ready for Woodhull personnel to properly connect MFD "

Anti-Virus and Malware: Are all anti-virus and malware up to date with all drives free of viruses and malware?

Software Licensing: All operating system software licensing is current, including the upgrades, patches or fixes required to complete installation or maintain functionality according to manufacturer's specifications now and in the future. Client has read and agrees to the terms and conditions of the manufacturer's software license agreement(s).

Woodhull Deliverables:

Woodhull will connect and test print each new MFD copier listed, provided your prerequisites, as defined have been completed.

Woodhull will support and train your designated employee to load print drivers on two (2) workstations during installation.

Woodhull will provide these services during one (1) on-site visit. At client's option, Woodhull will perform additional installs for a cost of $150 per one hour. Block of time discounts are available.

Woodhull warrants the connectivity for 30 days. If the customer updates their operating system, server or workstation, resulting in additional Woodhull resources, additional charges will be billed at the rate of $150 per hour.

Woodhull advises customer to back up all network data, directories, subdirectories, and partitions before installation, connection, or any other operation is performed. Woodhull is not liable for any damages incurred by customer during or after this installation/connection process. Please have your IT staff available during this installation.

Enter Full Name *

Signature *

Title*

Email Address*