CONNECTIVITY INSTALL SURVEY

Woodhull COPIERS PRINTERS SOLUTIONS

Delivery & Connectivity cannot be scheduled without completed form

Survey Date: _____

DELIVER / CONNECT AND PRINT

For Sales Consultant to Complete (Required for ERF)

Client's Company Name:	
WLLC Sales Consultant:	

Woodhull will connect and test print each new MFD copier installed per this form.

Woodhull will support and train your designated employee to load print drivers on two workstations during MFD copier installation.

Printing from Mac? ☐ Yes ☐ No **If Yes,** PostScript card required

ADDITIONAL SERVICES REQUESTED

Address Book Transfer	☐ Yes	**Fax Setup**	☐ Yes
Scan to Email	☐ Yes	**Fax Forwarding**	☐ Yes
Scan to Folder	☐ Yes	**PA6 Setup (see SOW)**	☐ Yes
User Codes	☐ Yes	**ecopy Setup (see SOW)**	☐ Yes
LDAP	☐ Yes	**PaperCut Setup (see SOW)**	☐ Yes
Chromebook Printing	☐ Yes	**Other:**	

Requested services subject to Server/Network limitations, SOW

CLIENT CONTACT INFORMATION

For Sales Consultant to Complete (Required for ERF)

KEY CONTACT:		**Phone:**
Key Contact Email:		
I.T. CONTACT:		**Phone:**
I.T. Contact Email:		

Client using 3rd Party I.T.? ☐ Yes ☐ No May we contact? ☐ Yes

Available during Installation ☐ IT Technician ☐ Key Contact

CLIENT PRIMARY SITE INFORMATION

Site Address:		
Number of MFD's to Connect:		*List each on back page*
Replacing Connected Unit(s)?	☐ Yes ☐ No	

Attach Configuration Pages from each MFD copier being replaced

Replacing Ricoh for Ricoh? ☐ Yes ☐ No

Reviewed Power and Space ☐ Yes ☐ No

Sales Consultant: List all MFD copiers to be connected on back page

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For Customer I.T. Professional to Complete

CLIENT NETWORK INFORMATION — ALWAYS COMPLETE THIS SECTION

Domain or Workgroup Name: _____   Printer Server Name: _____   Active Ethernet Port: ☐ Yes ☐ No

NOTES (See additional notes on back page): _____

SCAN TO EMAIL — COMPLETE SECTION ONLY IF THIS SERVICE NEEDED

Will the MFD copier be used to send documents by email: ☐ Yes ☐ No   HIPAA compliance required: ☐ Yes ☐ No   **If Yes,** please enquire about precautions

Enter SMTP Server, if authentication required: _____   User name: _____   Password: _____

Specify the email account the MFD copier can use to send email: _____   Internet Provider: _____

SCAN TO FOLDER — COMPLETE SECTION ONLY IF THIS SERVICE NEEDED

Will the MFD copier be used on a Shared network folder: ☐ Yes ☐ No   Scan-to Folder server path: _____

If Yes, what operating system will be used: ☐ Windows ☐ Macintosh ☐ Other _____

In order to write to a shared folder, please specify a LAN Account the MFD will use to authenticate: _____   User name: _____   Password: _____

FAX REQUIREMENTS — COMPLETE SECTION ONLY IF THIS SERVICE NEEDED

Customer has a dedicated analog phone line for the fax device: ☐ Yes ☐ No   Fax #: _____   Fax ID: _____

Will inbound faxes be routed to a folder or email address: ☐ Yes ☐ No   **If Yes,** specify folder or email address: _____

Note: Ricoh devices do not support distinctive ringtones.

Client's Signature: _____   **Printed Name:** _____   **Signature Date:** _____

LIST MFD COPIERS TO BE CONNECTED

MFD	For Sales Consultant to Complete (Required for ERF)				For Customer I.T. Professional to Complete				
	Model	City	Equipment Location/ Dept	Power Outlet *	IP Address Assigned	Subnet Mask	Gateway Address	DNS Server	SMTP
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

* POWER OUTLET REQUIREMENTS (Enter Above)　　　　　ADDITIONAL CUSTOMER NOTES AND/REQUIREMENTS

A   NEMA 5-15R   B   NEMA 5-20R   C   NEMA 6-20R

SYSTEM ENGINEER COMMENTS AND NOTES

Client Prerequisites and Planning Deliverables:

- Completed Connectivity Install Plan: "Customer to send completed plan to Woodhull prior to scheduled delivery of equipment and/or software."

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

- SMTP Relay Server Onsite: "Is there an SMTP Relay Server at the location where the machine is to be delivered, for Scan-to-Email function?"

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

- Meter Readings: "Customer allows MFD copiers to report meter counts to Woodhull through secure internet connection."

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

- Client's IT Support Staff Onsite: "Customer will schedule Client's IT contact to be available during the installation"

- Reviewed Proper Power and Space: "Customer to ensure the proper dedicated electrical outlet (if required) and enough space for the MFD copier. Client to provide a polarized electrical power outlet according to the outlet requirements above."

Woodhull Deliverables:

- Woodhull will connect and test print each new MFD copier listed, provided your prerequisites, as defined in this "Connectivity Install Survey", have been completed.

- Woodhull will support and train your designated employee to load print drivers on two workstations during MFD copier installation.

- Woodhull will provide these services during one (1) on-site visit of 1.5 hours or less. At client's option, Woodhull will perform additional installs for a cost of $150 per one hour. Block-of-time discounts available.

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