

Delivery &amp; Connectivity cannot be scheduled without completed form

For Sales Consultant to Complete (Required for ERF)	<b>DELIVER / CONNECT AND PRINT</b>		For Sales Consultant to Complete (Required for ERF)	<b>CLIENT CONTACT INFORMATION</b>			
	Client's Company Name: _____			KEY CONTACT: _____	Phone: _____		
	WLLC Sales Consultant: _____			Key Contact Email: _____			
	Woodhull will connect and test print each new MFD copier installed per this form.			I.T. CONTACT: _____	Phone: _____		
	Woodhull will support and train your designated employee to load print drivers on two workstations during MFD copier installation.			I.T. Contact Email: _____	Client using 3rd Party I.T.? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Printing from Mac? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes, PostScript card required</b>			Available during Installation <input type="checkbox"/> IT Technician <input type="checkbox"/> Key Contact			
	<b>ADDITIONAL SERVICES REQUESTED</b>						
	Address Book Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No			Fax Setup <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Scan to Email <input type="checkbox"/> Yes <input type="checkbox"/> No			Fax Forwarding <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Scan to Folder <input type="checkbox"/> Yes <input type="checkbox"/> No			PA6 Setup (see SOW) <input type="checkbox"/> Yes <input type="checkbox"/> No			
User Codes <input type="checkbox"/> Yes <input type="checkbox"/> No		ecopy Setup (see SOW) <input type="checkbox"/> Yes <input type="checkbox"/> No					
LDAP <input type="checkbox"/> Yes <input type="checkbox"/> No		PaperCut Setup (see SOW) <input type="checkbox"/> Yes <input type="checkbox"/> No					
Chromebook Printing <input type="checkbox"/> Yes <input type="checkbox"/> No		Other: _____					
Requested services subject to Server/Network limitations, SOW							
<b>CLIENT PRIMARY SITE INFORMATION</b>							
Site Address: _____							
Number of MFD's to Connect: _____		<i>List each on back page</i>					
Replacing Connected Unit(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No							
<i>Attach Configuration Pages from each MFD copier being replaced</i>							
Replacing Ricoh for Ricoh? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Reviewed Power and Space <input type="checkbox"/> Yes <input type="checkbox"/> No							
Sales Consultant: List all MFD copiers to be connected on back page							

For Customer I.T. Professional to Complete	<b>CLIENT NETWORK INFORMATION</b>			ALWAYS COMPLETE THIS SECTION		
	Domain or Workgroup Name: _____		Printer Server Name: _____		Active Ethernet Port: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	NOTES (See additional notes on back page): _____					
	<b>SCAN TO EMAIL</b>			COMPLETE SECTION ONLY IF THIS SERVICE NEEDED		
	Will the MFD copier be used to send documents by email: <input type="checkbox"/> Yes <input type="checkbox"/> No			HIPAA compliance required: <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>If Yes, please enquire about precautions</b>
	Enter SMTP Server, if authentication required: _____			User name: _____		Password: _____
	Specify the email account the MFD copier can use to send email: _____			Internet Provider: _____		
	<b>SCAN TO FOLDER</b>			COMPLETE SECTION ONLY IF THIS SERVICE NEEDED		
	Will the MFD copier be used on a Shared network folder: <input type="checkbox"/> Yes <input type="checkbox"/> No			Scan-to Folder server path: _____		
	<b>If Yes, what operating system will be used:</b> <input type="checkbox"/> Windows <input type="checkbox"/> Macintosh <input type="checkbox"/> Other _____			User name: _____ Password: _____		
In order to write to a shared folder, please specify a LAN Account the MFD will use to authenticate: _____						
<b>FAX REQUIREMENTS</b>			COMPLETE SECTION ONLY IF THIS SERVICE NEEDED			
Customer has a dedicated analog phone line for the fax device: <input type="checkbox"/> Yes <input type="checkbox"/> No			Fax #: _____		Fax ID: _____	
Will inbound faxes be routed to a folder or email address: <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>If Yes, specify folder or email address :</b> _____			
<i>Note: Ricoh devices do not support distinctive ringtones.</i>						

 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**



**B**



**C**

NEMA 5-15R

NEMA 5-20R

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.