



PRE INSTALLATION INFORMATION

PLEASE FILL OUT & FAX BACK TO 630-2628 Date: / /

USER INFORMATION

Company Name:
Address: Ste: City: State: Zip:
Telephone: Fax:
Main Contact:
Email address:

1) Printing Requirements:

Local Remote WAN

IP Address:
Subnet Mask:
Default Gateway:
DNS Servers:

2) Fax Requirements:

Dedicated fax line:

3) Scanning Requirements (Scan to File)

Computer name of scan destination & available share with "write permissions" for scanned documents:

Firewall disabled or Print/File Sharing enabled in firewall

List below Username/Password for each scanning computer: (if user changes password, user will no longer be able to scan until password is changed on scanning machine)

Username: Password:
Username: Password:
Username: Password:
Username: Password:

Note: If server with Active Directory is available, create a generic "Scan" user with password that won't change.

4) Internet Faxing Requirements (Scan to E-mail)

SMTP Server Address:
If SMTP Authentication is required, Username Password

Note: Some internet service providers like Time Warner do not require SMTP authentication, but others like AT&T do require authentication must "opt out" of Port 25, blocking at http://helpme.att.net/servabuse.php

Email Address:
(Optional) POP Server Address, for e-mail retrieval on machine:

Customer Signature

Technician