

Customer Contact Information

Customer Contact

Company Name

Address (including post code)

Tel. (inc STD)

Fax (inc STD)

To be completed by a
Copy IT representative



Machine Information

In total how many machines are to be supplied:

Ricoh Kyocera Canon

Of these supplied machines, how many are to be configured for printing, scanning and

Ricoh Kyocera Canon

Dear Customer, please complete the sections below that correspond to your usage requirements and the hardware and software that will be used in conjunction with our supplied equipment.

- **Section 1: Device Configuration** - How the Print, Scan & Network Fax functions are to be configured and used.
- **Section 2: Connecting the Devices** - How will the device connect to your computer system(s).
- **Section 3: Operating Systems and Applications** - About your client/server operating systems and applications.
- **Section 4: General Questions** - A few additional questions.

NB: When printing this document only the form content will be output.

Section 1 - Device Configuration

- Please select the functions required and complete the relevant configuration questions:

Print Function

- 1.1a: Which method of printing would you like the print drivers configured for?

Standard Printing Restricted/Account Printing

- 1.1 b: Will any of the devices be required to print documents using custom application macros or overlaid document templates?

Yes No Don't Know

Scan Function

- 1.2: Where would you like documents to be scanned to?

Scan to Email Scan to Folder Scan to FTP Scan to Application (TWAIN)

Fax/Network Fax Function (Fax option required)

- 1.3: How would you like the network fax function configured?

- Send Faxes from computer(s) (Microsoft operating systems only)
 Receive Faxes to computer

Please inform us of the relevant company fax header and fax telephone number that the devices are to use upon installed.

Section 2 - Connecting the Devices

- Please complete the following questions with regards to how the devices will be connected to your computers and network:

2.1: How will the devices be connected to your computer(s)

Network Cable USB Cable Wireless Network Connection

If connecting via **USB Cable**, please skip the rest of this section and continue from **Section 3**.

2.2: Does each computer to be connected have a network card installed?

Yes No

If **No**, please ensure all computers to be connected have the correct network card installed before the installation date of the supplied devices.

2.3: Are there spare network ports available either at a wall point or via a network switch or router?

Yes No

If **No**, please specify the number of network switches that you require Copy IT to supply to connect up your devices:

Network Switches*

If you **do not** require a network switch please ensure new network ports are available before the installation date of the supplied devices.

2.4: Do you require Copy IT to supply the sufficient length of network cable to connect up the supplied devices?*

Yes No

If **No**, please ensure that a sufficient length network cable is available before the installation date of the supplied devices.

2.5: How far are the network ports or switch/router from the each desired device location?

Less than 1m 1m - 2m 2m - 5m 5m - 10m

If Over 10m please specify: ___ m

2.6: How will the network addresses (e.g. ip address) be assigned to the devices?

DHCP (Automatic) DHCP to MAC address

Static (Manually) Don't Know

If **Static** network addresses will be used please ensure that a list of them is available when the devices are installed.

Section 3 - Operating Systems and Applications

- Please complete the following section regarding the client/server operating systems on to which any device software is to be installed and the applications that will be used with them:

3.1: Will any device software, such as the printer and network fax drivers need to be installed onto a server?

Yes No Don't Know

If **No** or **Don't Know**, please skip to question 3.3.

3.2: Please select the server operating system(s) onto which the device software will be installed:

- | | |
|--|---------------------------------|
| <input type="checkbox"/> Windows NT Server | <input type="checkbox"/> Linux |
| <input type="checkbox"/> Windows 2000 Server | <input type="checkbox"/> Unix |
| <input type="checkbox"/> Windows 2003 Server | <input type="checkbox"/> Citrix |
| <input type="checkbox"/> Windows 2003 Server 64bit | <input type="checkbox"/> Other |
| <input type="checkbox"/> Windows 2008 Server | - Specify: _____ |
| <input type="checkbox"/> Windows 2008 Server 64bit | |

3.3: Please select the client operating system(s) that are to be used in conjunction with the devices:

- | | | | |
|-------------------------------------|---|---|--|
| <input type="checkbox"/> Windows 95 | <input type="checkbox"/> Windows 98 | <input type="checkbox"/> Windows ME | <input type="checkbox"/> Windows 2000 |
| <input type="checkbox"/> Windows XP | <input type="checkbox"/> Windows XP 64bit | <input type="checkbox"/> Windows Vista | <input type="checkbox"/> Windows Vista 64bit |
| <input type="checkbox"/> Windows 7 | <input type="checkbox"/> Apple Mac OS 9.x | <input type="checkbox"/> Apple Mac OS X | <input type="checkbox"/> Linux |

3.4: Please select the number of client computers that need to be connected to each of the devices:

- 1 - 5 5 - 10 10 - 15 More than 15

3.5: Please list any Electronic Document Management software that you would like to use with any of the devices:

3.6: Please list any 3rd party/bespoke software application that will be used with the devices, excluding those that are widely used such as, Microsoft Office, Adobe, Sage, Quark, Crystal Reports, etc.

Section 4 - General Questions

- Please complete the following general questions:

4.0: Do you have on-site IT support personnel? Yes No

4.1: To install device drivers and software onto computers it is necessary to do so with administrative privileges, this is most definitely the case on server machines. Therefore do you have access if necessary to the administrator password(s):

Yes No

If **No**, please ensure that the password(s) is available or that the relevant personnel can be contacted when the devices are to be installed.

Explanation of Functions

Standard Printing

- Documents can be printed in monochrome or full colour without restriction or use of an account code.

Restricted/Account Printing

- Documents will only be printed when a valid account code is entered. The account code can be stored within the print driver so no user input is necessary or prompted for entry when a document is printed. Account codes are useful for logging the amount of full colour and monochrome jobs sent to print by a user or department which may then be used to bill the corresponding user or department. Account codes can also be individually restricted to allow either full colour or monochrome jobs to be printed.

Custom Application Macros

- Macros are typically a single toolbar button that once clicked will perform actions specified within its underlying program code. Macros are commonly used for documents such as letters which comprise of letterhead paper for the first page and continuation paper for the remaining pages. The letterhead paper and continuation paper that the letter is to be printed on are located in separate trays, but with the use of a macro the letter can be printed in one go instead of two separate print jobs.

Copy IT can create Customer Application Macros for you if required. Please inform us if this feature is of interest.**

Overlaid Document Templates

- Templates of forms or letterhead graphics can be stored on the device or within the print driver so that when a document is printed the stored graphic is overlaid onto the printed document. This is a good money saving feature as it reduces the need for pre-printed paper such as letterheads to be purchased as they can be printed in one go along with the contents of the document itself.

Copy IT can create Document Templates for your device if required. Please inform us if this feature is of interest.**

Scan to Email

- Paper originals can be scanned by the device which then converts them into one of four file types, PDF, TIFF, JPG or XPS. The converted file is then sent as an email attachment to the desired recipient.

Scan to Folder (SMB)

- Similar to Scan to Email except once the scanned originals have been converted into the desired file type the file is then sent to a shared network folder located either on a server or client machine. This type of scanning requires a username and password in order for the device to have permission to access the destination folder.

Scan to FTP

- Similar to Scan to Email and Scan to Folder except the destination is a folder located on a FTP server.

Scan to Application (TWAIN)

- Documents are scanned directly into an application as an image via the devices TWAIN driver software. Used by the majority of Electronic Document Management software.

Network Fax - Sending & Receiving

- Documents can be sent from applications using the machines fax option without printing the document out first. Using the devices network fax driver a destination can be entered or selected from the local addressbook on a computer and then sent out through your fax telephone line via the device. Confirmation of sent faxes can also be emailed to the sender or printed at the device if required.

Incoming faxes are received by the device and either sent as email attachments to a specified recipient or sent to a folder on a server or client machine. An notification email can also be sent once an incoming fax has been received.

**An additional fee may be applied for providing this function.