

NETWORK PRE-INSTALL FORM

CUSTOMER INFORMATION		
CUSTOMER/BUSINESS NAME:		
ADDRESS:	CITY:	STATE: ZIP:
TELEPHONE:		
PRIMARY CONTACT:		E-MAIL ADDRESS:
NETWORK INFORMATION		
DO YOU HAVE AN IT PERSON OR NETWORK ADMINISTRATOR: <input type="checkbox"/> YES <input type="checkbox"/> NO		
IF YES ABOVE PLEASE PROVIDE:	NAME	PHONE NUMBER
WILL THE ADMINISTRATOR/IT BE PRESENT AT THE TIME OF INSTALLATION? <input type="checkbox"/> YES <input type="checkbox"/> NO		
DO YOU HAVE A NETWORK SERVER: <input type="checkbox"/> YES <input type="checkbox"/> NO HOW MANY WORKSTATIONS ARE AT YOUR LOCATION		
SERVER OPERATING SYSTEM:		
WS OPERATING SYSTEMS: <input type="checkbox"/> WINDOWS 7 <input type="checkbox"/> WINDOWS VISTA <input type="checkbox"/> WINDOWS XP <input type="checkbox"/> MACINTOSH <input type="checkbox"/> OTHER		
DEVICE INFORMATION		
PLEASE LIST THE FOLLOWING INFORMATION IF REQUIRED FOR COPIER/PRINTER FUNCTIONALITY		
COPIER MODEL:	POST SCRIPT: <input type="checkbox"/> YES <input type="checkbox"/> NO	NETWORK FAXING: <input type="checkbox"/> YES <input type="checkbox"/> NO
IP ADDRESS:	SUBNET MASK:	DEFAULT GATEWAY:
PRIMARY DNS:	SECONDARY DNS:	
POP3 IP:	USER NAME:	PASSWORD:
SMTP IP:	SERVER NAME:	
LDAP SERVER:	LDAP IP:	SSL : <input type="checkbox"/> YES <input type="checkbox"/> NO
DOMAIN NAME:	DOMAIN USER:	PASSWORD:
USER CODES: <input type="checkbox"/> YES <input type="checkbox"/> NO		
SCAN TO EMAIL : <input type="checkbox"/> YES <input type="checkbox"/> NO SCAN TO FOLDER: <input type="checkbox"/> YES <input type="checkbox"/> NO SCAN DEFAULT FORMAT: <input type="checkbox"/> PDF <input type="checkbox"/> TIFF/JPEG		
SCAN FOLDER SHARE/LOCATION:		
NOTE		
<p>H & H maintain all hardware sold to our customers under the terms and conditions of the maintenance agreement that applies to that hardware. We do not make a practice of working on customer network servers or work stations. We will gladly assist your IT personnel with the successful installation of any device sold to you by H & H. A successful installation is defined as: the device is installed and working correctly on the day of installation, and once done, on that day, is to be considered complete by both parties. Thereafter, maintaining the device on the network is the customer's responsibility.</p>		