



# COPIER & PRINTER SITE SURVEY

Sales Representative \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Equipment / Model # to be Connected \_\_\_\_\_

In-House or Company IT Contact \_\_\_\_\_ Phone # \_\_\_\_\_

I wish to **ACCEPT** installation support. (please fill out entire form, sign & date below)

I wish to **DECLINE** installation support. ( stop here, sign & date below)

**NETWORK OPERATING SYSTEM:**

- WINDOWS 2000 SERVER
- WINDOWS 2003 SERVER
- WINDOWS NT SERVER
- PEER TO PEER
- NOVELL VERSION
- MACINTOSH
- UNIX

**EXPECTED CONNECTION**

- PARALLEL
- USB
- NETWORK ( 10 / 100 BASE T )

**WILL NETWORK WIRING NEED TO BE INSTALLED FOR THIS DEVICE**

Yes  No

**WORKSTATION OPERATING SYSTEM:**

(Check all that apply)

- WINDOWS XP
- WINDOWS 2000
- WINDOWS 95/98/98SE
- WINDOWS NT
- MACINTOSH

**TOTAL # OF WORKSTATIONS THAT WILL NEED THE PRINT DRIVER INSTALLED**

\_\_\_\_\_

**ARE YOU PURCHASING THE SCANNER OPTION FOR THIS COPIER**

Yes  No

**TCIP / IP PROPERTIES FOR COPIER:**

- SERVER IP \_\_\_\_\_
- DNS SERVER IP \_\_\_\_\_
- MAIL SERVER IP \_\_\_\_\_
- SMTP IP OR NAME \_\_\_\_\_
- POP3 IP OR NAME \_\_\_\_\_
- IP (FOR COPIER) \_\_\_\_\_
- SUBNET MASK \_\_\_\_\_
- DEFAULT GATEWAY \_\_\_\_\_

\*\*\*\*\* SERVER NAME: \_\_\_\_\_

\*\*\*\*\* SERVER NAME: \_\_\_\_\_

HILYARD'S INTERNAL USE ONLY	
Accepted By:	_____
Accepted Date:	_____
Approx. Install Date:	_____

**Signed** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Important Notes:**

- If equipment is installed as a Network Print Device, then administrative rights to the appropriate server are needed
- This is to be used as a guide only. It is impossible to know the exact configuration of each customer network without a site inspection.
- Copier/Printer/Scanner network installation assures connectivity at hardware location. Wiring for Network Connection can be provided at an additional cost.
- Copier Maintenance Contracts DO NOT cover network connectivity, network / computer related support, drivers or wiring.

**PLEASE RETURN VIA FAX TO: (302) 995-2828**