



Solutions - Service - Supplies

NETWORK PRE-INSTALLATION FORM

124 Westridge Industrial Blvd. • McDonough, Ga. • 30253
Office: 770.289.5100 • Fax: 470.878.6544

IMPORTANT: PLEASE READ

IN ORDER TO SET UP THE MACHINE ON A NETWORK IN A TIMELY MANNER, IT IS IMPORTANT FOR THIS INFORMATION TO BE FILLED OUT AND RETURNED TO YOUR SALES REP. PRIOR TO DELIVERY OF THE EQUIPMENT.

CUSTOMER INFORMATION

CUSTOMER _____ CONTACT NAME _____
ADDRESS _____ CITY _____ ZIP _____
PHONE _____ FAX _____ EMAIL ADDRESS _____

NETWORK INFORMATION

Which of the following will need to be setup? (Please check all that apply)
 Fax Printing Scanning Authentication/Account Track

How many workstations/laptops will need to be set up? _____ How many are Mac? _____

Is location network ready: Yes No If no, Estimated date location will be network ready: _____

Is a RJ45 network drop available for equipment? Yes No If wireless, password:* _____

Name and number of network administrator: _____

Copier will require an email address: _____ (For scan to email only)

Admin rights are required to set up equipment to print and scan. A user name and password is required for each workstation/laptop.

IP ADDRESS _____ PREFERRED DNS* _____

SUBNET _____ ALTERNATE DNS* _____

GATEWAY _____

EMAIL SMTP SERVER _____ or Host Name _____
(Ex: mail.bellsouth.net)

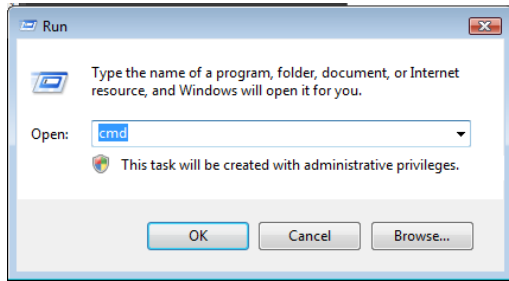
IF MAIL SERVER USES AUTHENTICATION: MACHINE WILL REQUIRE A LOGIN AND PASSWORD

LOGIN _____ PASSWORD _____

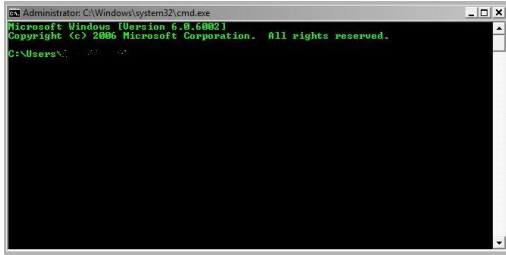
A working network drop and RJ45 network cable are required prior to setup.
DHCP can be used to obtain an IP address. However, once an IP address is obtained it must be assigned permanently.
Email services are for SMTP only.
All information provided will be used for customer equipment setup only.
If all workstations and/or laptops are not available for initial setup a **\$110.00** charge may be applied for additional visits.
* Machine will require a wireless adapter, or wireless option, to connect to wireless network. These are not included.
* Preferred DNS and Alternate DNS are required for email services to work.

Directions for obtaining network IP information

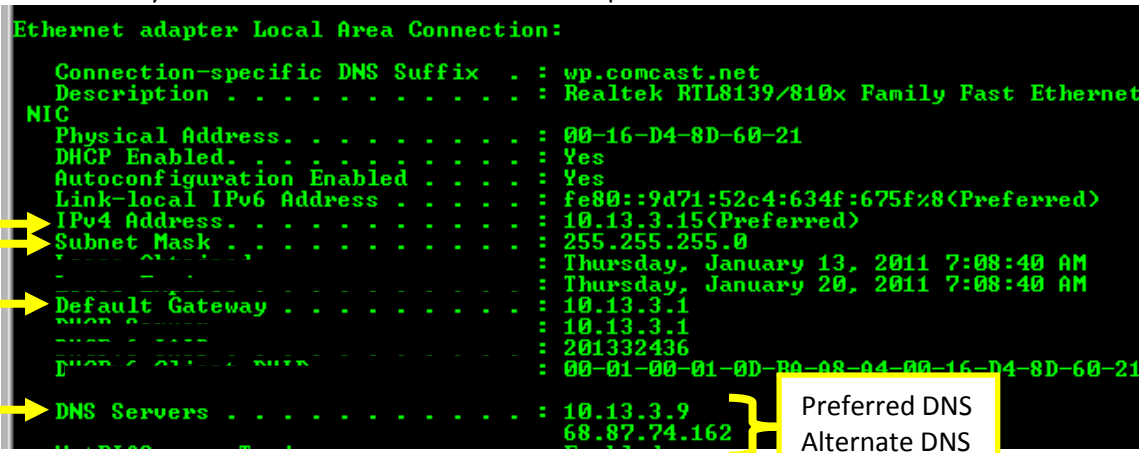
Click windows "Start" button, select or search for "Run"
A window like the one below will open.



Type "cmd" and click "ok". A window like the one below will open



Next type "ipconfig /all" and hit the "Enter" key. A large amount of information will scroll on the screen the information you need is listed under "Ethernet adapter local area connection"



The IP address listed is the IP address of the computer you're using. The IP for the machine will be the same except for the last number. Example your computer is 10.13.3.15 the copier could be 10.13.3.110. Every device used on your network has its own IP address; the copier will need one that is not being used by any other device. If you are unsure of an unused IP address, just fill out the first three numbers of the address.