



Network Survey

Client Profile

Company Name _____

Address _____

Customer Contact _____ Cell/Phone # _____ Fax # _____

Network Contact _____ Cell/Phone # _____ Fax # _____

Model(s) of equipment being installed: _____

PBS Salesperson: _____

Connectivity Profile

1. IP Address Information?

Please supply the IP address information as follows:

Copier IP Address: _____

Gateway: _____

Subnet Mask: _____

DNS Address: _____

2. Network Operating System

_____ Windows Vista SP _____ Mac OS Version _____

_____ Windows XP SP _____ Peer to Peer Version _____

_____ Windows 2000 SP _____ Novell Netware Version _____

_____ Other (Specify) _____

3. Network Protocol

_____ IPX _____ NETBEUI _____ TCP/IP _____ Other (Specify)_____

4. Client Workstations

	Total Workstations		Total Users Accessing
Windows Vista	_____	-	_____
Windows 2000	_____	-	_____
Windows 7 (32/64Bit)	_____	-	_____
Windows XP	_____	-	_____
Mac Version_____	_____	-	_____
DOS Programs _____		Proprietary Software _____	
Other _____			

5. Are you using a Print Server?

Yes _____ No _____

If YES, select from following:

Windows Print Server _____ OS Version _____

Novell Print Server _____ Version _____

HP JetDirect _____ Model _____

Axis * _____ Model _____

*(NetBEUI or IPX Network Protocol must be used)

6. **Will scanning be used?** Yes _____ No _____

If yes, is there a PC that can be used for Scan Server software Yes _____ No _____

*(If required, scan server software should not be on a workstation someone is using, or on servers)

Scan to Folder: Yes _____ No _____

Scan to e-Mail: Yes _____ No _____

*NOTE: Scan to email must be configured for automatic meter reading reporting. This feature is only available on certain models.

Total Number of Workstations to use Scanner _____

Who is your current e-mail provider? _____

SMTP/EMAIL Server Name/IP Address _____

Any special scan software/applications currently in place? Yes _____ No _____

If yes, please specify _____

7. **Will PC-Fax be used?**

Yes _____ No _____ Total Number of Workstations to use PC-Fax _____

Will Fax Forward to E-mail be used?

Yes _____ No _____ E-mail address _____

8. **Will Post Script printing be used?**

Yes _____ No _____

*(Post Script Kit must be installed for MAC's to use printer)

9. The Client is responsible for the following items:

1. Proper power connection for the copier / printer. *
2. Correct cable(s) to connect to either the network or parallel connections.
3. Sufficient room for the unit to be installed. *
4. Computer/Server with adequate memory and speed for the Savin software to be installed. *
5. Customer contact to oversee the installation of the software.

* Check operating manual for requirements.

The installation of a copier and/or printer includes 3 hours of installation time by our technical specialists. Additional time required would be charged at our standard rate of \$125 per hour.

If you would like to waive the 3 hours of installation for future use, if needed, please sign here _____

Please be aware that network support is not part of your maintenance agreement. Phone support is available; however, on-site visits are billed at \$125.00 per hour.

Sales Manager Approval: _____ Customer Approval: _____