



Digital Business Solutions

Network Site Survey

Please complete the Survey and email to sitesurvey@ashleysofficeworld.com or fax to 229-387-0363 Attn: Todd

Company: _____	
Contact: _____	Network Admin: _____
Address: _____	Network Admin Phone: _____
Phone: _____	Ashley's Sales Rep: _____

- Is there an empty Network connection where the Machine will be placed to plug into?
 Yes No If No then one needs to be run before Connection of Machine.
- How many Computers are to be connected to print to this Machine? _____
- Will there be any Macintosh/Apple computers printing to this Machine? Yes No
- Will there be any Computers printing with Windows 98/ME or DOS? Yes No
- If Printing in Color, do you print from any Adobe applications (other than Adobe Acrobat) such as Photoshop, Illustrator, InDesign or Quark Express? Yes No

Settings to be input into Ashley's Multifunction Equipment	
IP Address: _____	DNS Server 1: _____
Subnet Mask: _____	DNS Server 2: _____
Gateway Address: _____	

Email Information to set machine up for Scan to Email	
• Do you use Microsoft Exchange Server for your email? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes then Relay must be set for the IP Address above to allow Machine to email.	
• Who do you use for your Internet Access at this location (Bellsouth, Mediacom, Comcast, CityNet, Windstream, etc)? _____	
• SMTP Server (outgoing email Server): _____	
• Does this Email Server require authentication? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes then Email username: _____ Email password: _____	
• Email address for Machine (This is the email address that emails sent from the machine will say it is coming from): _____	

Scan to Folder Information	
• Do you want Scan to Folder setup? <input type="checkbox"/> Yes <input type="checkbox"/> No	
• Will the Folders be setup on each workstation or on the Server? _____ If the folders are to be setup on the Server then we must have someone with Administrator rights to the server on site at time of installation.	