

Pre-Placement Preliminary Site Survey

Company's Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____ Phone: _____
 Main Contact: _____ Email: _____
 Network Administrator: _____ Email: _____
 Sales Executive: _____ Phone: _____

NETWORK SCAN & FAX REQUIREMENTS

<input type="checkbox"/> Scan Users: #Users: _____	<input type="checkbox"/> PC Faxing (Fax LAN Line required)	<input type="checkbox"/> IEEE 1394 (Firewire Connectivity)
<input type="checkbox"/> COLOR Scanning	<input type="checkbox"/> Fax Routing Solutions (Inbound)	<input type="checkbox"/> PC Faxing (Fax LAN Line required)
<input type="checkbox"/> Scan to File (Software may be required)	<input type="checkbox"/> Fax Routing Solution (Outbound)	
<input type="checkbox"/> Scan to E-mail (Software may be required)	<input type="checkbox"/> Multi-line Faxing: #lines: _____	
<input type="checkbox"/> Scan to PC (TWAIN compliant provided)	<input type="checkbox"/> Corporation	

OPERATING SYSTEMS: # OF WORKSTATIONS TO PRINT: _____

<input type="checkbox"/> Windows 9x/ME: SP: _____	<input type="checkbox"/> Windows 7	<input type="checkbox"/> Mac OS	Vers: _____	
<input type="checkbox"/> Windows 2000 SP: _____	<input type="checkbox"/> Windows Server	<input type="checkbox"/> Novell Netware	Vers: _____	
<input type="checkbox"/> Windows 2003 SP: _____	Server: _____	<input type="checkbox"/> Sun/Solaris	Vers: _____	
<input type="checkbox"/> Windows XP: SP: _____	<input type="checkbox"/> Citrix Server	Vers: _____	<input type="checkbox"/> Linux Unix	Vers: _____
<input type="checkbox"/> Windows Vista SP: _____		<input type="checkbox"/> Other: _____		

NOTE: REQUESTING LPR PRINTING FROM NT4, INSURE "MICROSOFT TCP/IP PRINTING" SERVICE HAS BEEN LOADED

PRINTER INSTALLATION

Server Client: (Print thru Server)
 Peer to Peer (Print directly to machine)

NETWORK PROTOCOLS

TCP/IP
 DHCP
 Appletalk
 Other _____

STATIC IP INFORMATION

IP ADDRESS: _____ - _____ - _____ - _____
 SUBNET MASK: _____ - _____ - _____ - _____
 GATEWAY: _____ - _____ - _____ - _____

CABLE SCHEME

Ethernet Wireless Other

NOTE: PLEASE INSURE THE NETWORK DROP IS AVAILABLE AND WORKING PRIOR TO INSTALLATION

SCAN TO FOLDER

Shared Path and Name: \\
Authenticated Username and Password will be necessary for this feature. This username MUST HAVE rights to "Write" to folder(s).

SCAN TO EMAIL

SMTP Server Name: _____ DNS 1: _____ - _____ - _____ - _____
 SMTP IP Address: _____ - _____ - _____ - _____ DNS 2: _____ - _____ - _____ - _____
 Is Authenticating required to send email? Yes No WINS: _____ - _____ - _____ - _____

NETWORK PATCH CABLES

Have One
 Patch cables needed
 Wireless
 Length: 5ft 10ft
 20ft 25ft

NOTES: (Please provide any information not listed, specialized software and versions used for printing)

EQUIPMENT INFORMATION (SALES EXECUTIVE TO COMPLETE)

MAKE	MODEL	QUANTITY	POWER REQUIRMENTS PER MODEL		
			<input type="checkbox"/> 115VAC/15 AMP:	<input type="checkbox"/> 115VAC/20 AMP:	<input type="checkbox"/> 220VAC/20 AMP:
			<input type="checkbox"/> 115VAC/15 AMP:	<input type="checkbox"/> 115VAC/20 AMP:	<input type="checkbox"/> 220VAC/20 AMP:
			<input type="checkbox"/> 115VAC/15 AMP:	<input type="checkbox"/> 115VAC/20 AMP:	<input type="checkbox"/> 220VAC/20 AMP:
			<input type="checkbox"/> 115VAC/15 AMP:	<input type="checkbox"/> 115VAC/20 AMP:	<input type="checkbox"/> 220VAC/20 AMP:
			<input type="checkbox"/> 115VAC/15 AMP:	<input type="checkbox"/> 115VAC/20 AMP:	<input type="checkbox"/> 220VAC/20 AMP:

Authorized Signature: _____ Date: _____
 ABM Sales Executive Signature: _____ Date: _____
 ABM IT Administrator Signature: _____ Date: _____

We freely include installation from ABM Specialist. This service includes up to 5 Computers (Servers/Workstations). Additional workstations can be installed for a fee of \$150.00/hr.