



Equipment - Furniture - Supplies



P.O. Box 65 - Cowley, WY 82420  
 Ph. (800) 442-0981 - Fx. (307) 548-7470  
 www.officeshopinc.com

**Connectivity Site Survey page 1**

Company's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Main Contact: \_\_\_\_\_ Email: \_\_\_\_\_  
 Network Administrator: \_\_\_\_\_ Email: \_\_\_\_\_  
 Sales Rep: \_\_\_\_\_ Phone: \_\_\_\_\_

**NETWORK SCAN & FAX REQUIREMENTS**

<input type="checkbox"/> Scan Users: # Users: _____	<input type="checkbox"/> PC Fax (Fax line required)	<input type="checkbox"/> IEEE 1394 (Firewire)
<input type="checkbox"/> COLOR Scanning	<input type="checkbox"/> Fax Routing Solution (Inbound)	
<input type="checkbox"/> Scan to File (software may be required)	<input type="checkbox"/> Fax Routing Solution (Outbound)	
<input type="checkbox"/> Scan to Email	<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: _____		

**PRINTER INSTALLATION**

<input type="checkbox"/> Server Client: (Print Thru Server)
<input type="checkbox"/> Peer to Peer (Print Direct to Machine)

**NETWORK PROTOCOL**

<input type="checkbox"/> TCP/IP
<input type="checkbox"/> DHCP
<input type="checkbox"/> Appletalk
<input type="checkbox"/> Other _____

**DRIVER**

<input type="checkbox"/> UFR II
<input type="checkbox"/> PCL5
<input type="checkbox"/> PS
<input type="checkbox"/> Fiery

**STATIC IP INFORMATION**

IP ADDRESS: _____
SUBNET MASK: _____
GATEWAY: _____

**CABLE SCHEME**

<input type="checkbox"/> Ethernet	<input type="checkbox"/> Wireless	<input type="checkbox"/> USB
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**NOTE: PLEASE INSURE THE NETWORK DROP IS AVAILABLE AND WORKING PRIOR TO INSTALLATION. WIRELESS REQUIRES ADDITIONAL EQUIPMENT.**






**SCAN TO FOLDER**

**NETWORK PATCH CABLES**

<input type="checkbox"/> Shared Path and Name: \\_____	<input type="checkbox"/> Have one
<b>Authenticated Username and Password will be necessary for this feature.</b>	<input type="checkbox"/> Need Cables
<b>This username MUST HAVE rights to "Write" to Folder(s).</b>	<input type="checkbox"/> Wireless <small>(Equipment Required)</small>
<b>SCAN TO EMAIL</b>	<input type="checkbox"/> Length
SMTP SERVER NAME: _____ DNS 1: _____-_____-_____-_____	5' 10' 20' 25'
SMTP IP ADDRESS: _____-_____-_____-_____ DNS 2: _____-_____-_____-_____	
AUTHENTICATING REQUIRED TO SEND EMAIL? YES / NO WINS: _____-_____-_____-_____	

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


**EQUIPMENT INFORMATION (SALES REP TO COMPLETE)**

MAKE	MODEL	QUAN.	POWER REQUIREMENTS PER MODEL		
			<input type="checkbox"/> 115VAC/15 AMP	<input type="checkbox"/> 115VAC/20 AMP	<input type="checkbox"/> 220VAC/20 AMP
			<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

O.S. Sales Rep Signature: \_\_\_\_\_ Date: \_\_\_\_\_

O.S. IT Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**We include installation from O.S. Specialist. Service includes up to 5 Computers (Servers/Workstations).**

Additional workstations can be installed for a fee of \$150.00/Hr.