



**Systel Business Equipment**  
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Remit to: P.O. Box 35870, Fayetteville, NC 28303

- ☐ **INSTALL DCA**
- ☐ **GEOFENCING**

Account Manager: \_\_\_\_\_  
Make \_\_\_\_\_  
Model \_\_\_\_\_  
Equipment ID: \_\_\_\_\_

## Customer Network Authorization

**Network IT Administrator will be present or immediately available during the Installation process whose date and time is yet to be determined.**

### Customer Account Information

Customer Account # \_\_\_\_\_ Customer Name: \_\_\_\_\_

Customer Site Contact \_\_\_\_\_ Phone \_\_\_\_\_

Customer IT Contact \_\_\_\_\_ IT Phone \_\_\_\_\_

(Required for DCA Install) Email \_\_\_\_\_

### Network TCP/IP Information

IP Address / Ranges \_\_\_\_\_

Subnet Mask \_\_\_\_\_

Default Gateway \_\_\_\_\_

DNS1 Address \_\_\_\_\_

DNS2 Address \_\_\_\_\_

DNS3 Address \_\_\_\_\_

*MAC Addresses required prior to install for server reservation of IP Addresses.*

### Print Drivers/Operating Systems

#### Driver Install Location:

- ☐ Print Drivers on Local Workstations
- ☐ Print Drivers on Server

#### Current OS (Please List Versions):

Windows \_\_\_\_\_

Windows Server \_\_\_\_\_

Mac OS \_\_\_\_\_

Other OS \_\_\_\_\_

### Scan to Email

SMTP Server Name \_\_\_\_\_

Port # \_\_\_\_\_

SSL Encryption ☐ TLS Encryption ☐

Copier "From" Email \_\_\_\_\_  
(Example: scans@mycompany.com)

Authenticating Email \_\_\_\_\_

Username \_\_\_\_\_

Password \_\_\_\_\_

Scan To USB On ☐

Off ☐

LDAP Address Book Access Required ☐

*Note: If these settings are required, settings must be provided by IT upon delivery of device or setup by IT remotely*

### Scan to Folder

#### Folder Pathways:

Folder (Example) \\Server-1\Scanfolder

Folder 1 \_\_\_\_\_

Folder 2 \_\_\_\_\_

Folder 3 \_\_\_\_\_

#### Server/ Computer Login:

Username \_\_\_\_\_

Password \_\_\_\_\_

Domain ( If applicable) \_\_\_\_\_

\* If additional TCP/IP information for multiple machine installation, folder pathways, fax-line information, or scan settings are required, please see and input the information in the attached addendum spreadsheet.

## Fax Settings

### Fax Header Information:

Company Name \_\_\_\_\_  
Fax # \_\_\_\_\_

### Fax Forwarding:

Forward To Email \_\_\_\_\_  
Forward to Folder \_\_\_\_\_

Fax Sent Confirmation Page: ☐ Always Print  
☐ Always Off  
☐ Print Only if Fax Fails

## Scope of Work

<u>Feature</u>	<u># of Stations</u>	<u>Comments</u>
Print Driver Install? <input type="checkbox"/>		
Scan To Folder? <input type="checkbox"/>		
PC or LAN Fax Driver Install? <input type="checkbox"/>		
Customer 3rd Party Software <input type="checkbox"/>		

### Systel Responsibilities:

1. To facilitate a viable network connection between the device and the customers' existing network using available print, scan, and fax software and infrastructure for the product.
2. To install and configure print drivers and peripheral related software either...
  - A. On 3 Workstations and a Server, or
  - B. 2 hours of laborAdditional time is available at the current chargeable installation rate per hour.

### Customer Responsibilities:

1. The network administrator, lead network technician, or IT contact should be either present or immediately available to help facilitate the setup and installation of all devices.
2. The following hardware should be available and/or installed prior to the installation of the device:
  - A. Network Cabling, including the Ethernet Port (aka Network Drop) at the machine site, USB cables, and any other patch Ethernet cables required for installation of the device.
  - B. All print servers, workstations, network devices are logged on with administrative credentials available and ready immediately for driver installation.

### Successful Installation:

1. The ability to print a Windows Test Page.
2. Send a scanned page to a desired workstation or server from the installed device.
3. Send a fax communication from the device.

I, the undersigned, have read the above and in the unlikely event there is any loss or corruption of data from the installation of the product, Systel, its agents, or subsidiaries will not be liable for any loss of computer related time, data, or equipment. These features rely on the local network and/or phone lines to function. Systel is not responsible for changes to, or technical issues involving this infrastructure. I understand that future support regarding the features listed above will be chargeable at Systel standard rates.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_