

Valued Customer,

I would like to personally thank you for your recent equipment purchase. Without customers like yourself we would not be here and because of that we will strive to make the installation process as smooth as possible. In doing so I would like to explain the installation process and describe what to expect from us and what we expect from you the customer.

In this packet there are 2 additional forms. Form 1 is used during the install and contains information such as the IP address for the printer and scan to file network information. This document DOES NOT get sent back to us, just have the completed form available during the install.

Form 2 needs to be completed to the best of your ability and returned to me to start the installation process. This form will provide you with the power and network requirements and us the information we need to get your unit into place. After I review the form I will contact you to set up an install date that will work for both parties. Please feel free to contact myself or the sales team with any questions regarding this information or forms.

### Day of Install

When we arrive we will contact the name provided and have them walk us to where the unit is to be placed. We then unload the unit and move it into position. At that point we will finish putting the unit together and run a test print.

### Networking and Drivers

The next step is to get the unit connected to the network so we can load the drivers. We will plug in the network cable provided by you and input the IP address specified on Form 1. Once the printer is connected, we can begin loading the drivers. This can be done several ways. 1) Your IT department can load them (most preferred). 2) Let us instruct you through the procedure. (preferred). This provides you with the information on where to get the most current drivers and how to load them. 3) We can load them for you on up to 3 workstations. There is an additional cost of \$25.00 per seat. We can only do this option if we have access to user accounts that have administrative rights on the workstations.

### Scan Destination (MFP only)

We have found that this is the biggest hurdle on most installs, mainly because we do not have the network information needed. For this reason we ask you have the info on the Form 1 completed before we arrive. We will show you how to set the folder up and assist as much as we can. Please review Form 1 more information.

### Training

We will customize the training to your needs and we strive to make sure the learning process for your team is as smooth as possible. As we go through the machine please ask any questions that you have until you are comfortable. We then move on to a PC and show you the web tools, driver and discuss the various ways to print to the unit. Some fine tuning might need to be done on your end to get the high quality print you are expecting.

### End of Install

As we finish the paperwork and wrap things up you will be given a folder with a supplies quote, copy of the invoice and various information on the printer. All our contact numbers are listed on the outside. Do not hesitate to contact any of our team members with questions or concerns. Once again thank you for choosing Engineering Supply and Imaging and we look forward to delivering a rewarding experience for your team.

Thank you,  
Art Sibley  
Service Manager

**Form 1** (Please have this form on hand for your installer and keep for your records).

### Scan to Network Folder

Having the folders set up and shared out correctly before our arrival will save a lot of time during the install.

Create a scan-to-network folder for Windows.

1. Create a new user account for the 'scanner user' on the remote computer. You can use an existing user account for this purpose, but it is not recommended.
2. Create a new folder on the remote computer, unless you want to use an existing folder.
3. Right-click the folder and select Properties.
4. In the Sharing tab, click the Advanced Sharing button.
5. Check the Share this folder box.
6. You need to ensure that the 'scanner user' has full read/write control over the shared folder. To do this, click Permissions and grant Full Control to the user (or to any suitable group that includes that user).
7. If there is a Security tab in the Properties window for your folder, then you must also grant the same user Full Control over the folder in the Security tab. Only some file systems such as NTFS require this.

### Configure Scan Path

This step will require some network information provided by your IT dept.

Network path of Folder: \_\_\_\_\_

Example: \\server name\folder name

Domain: \_\_\_\_\_

Should contain the name of the domain in which the username exists. If the user does not belong to a domain, leave blank. No suffix needed.

Username: \_\_\_\_\_

User who has rights to the folder.

Password: \_\_\_\_\_

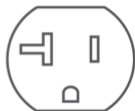
Password for user.

### Electrical and Network Requirements

\*ESI recommends a dedicated power line with surge protection with line filter\*



**NEMA 5-15R**  
15 AMPS  
120 VAC



**NEMA 5-20R**  
20 AMPS  
120 VAC



**NEMA 6-20R**  
20 AMPS  
220-240 VAC

Number Needed \_\_\_\_\_

Number Needed \_\_\_\_\_

Number Needed \_\_\_\_\_  
(208v output will require boost)

Number of RJ-45 connections needed \_\_\_\_\_ (Customer is responsible for cabling)

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_