

**Pre-Install Worksheet**

Company Name \_\_\_\_\_  
Department \_\_\_\_\_ Floor \_\_\_\_\_ Room/Suite \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Ext \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Meter Read Contact \_\_\_\_\_ Phone \_\_\_\_\_ Ext \_\_\_\_\_  
Meter Read E-mail \_\_\_\_\_

**Location Information**

Dimension of the door to be used: Width \_\_\_\_\_ in\_ Height \_\_\_\_\_ in\_  
Must you go up stairs to enter the building? Yes No Number of steps \_\_\_\_\_  
Must you go up stairs inside the building? Yes No Number of steps \_\_\_\_\_  
Number of Flights \_\_\_\_\_ Stairs per \_\_\_\_\_ Width \_\_\_\_\_ in\_  
Will an Elevator be used? Yes No Personal Freight  
Elevator Dimensions: Width \_\_\_\_\_ in\_ Height \_\_\_\_\_ in\_ Weight Limit \_\_\_\_\_ lbs\_  
Removal of old equipment? (\$200.00 Charge) Yes No Model: \_\_\_\_\_  
Removal of Mother Board for trade in? Yes No End Meter Read \_\_\_\_\_  
What Software is used to print from? \_\_\_\_\_  
What Operating Systems are used? \_\_\_\_\_

**I.P. Address**

The I.P. can be configured static or DHCP  
I.P. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Sub \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Gate \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
DNS \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(This section will be completed by installer)

Main Scanner Stacker

Model Number: \_\_\_\_\_  
Serial Number: \_\_\_\_\_  
Tag Number: \_\_\_\_\_  
Firmware: \_\_\_\_\_  
Software Version: \_\_\_\_\_  
Beginning Meter: \_\_\_\_\_  
ESI Rental Yes No Printerpoint Yes No  
Install Date \_\_\_\_\_ Installed by \_\_\_\_\_