



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.

### 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

The next step is to get the unit networked. We will plug in the network cord provided by you and input the IP specified.

### Drivers and Software

Next is to load drivers, this can be done several ways. 1) Your IT can load them (most preferred). 2) Have one of your people sit in the driver's seat and let us instruct them on the procedure (preferred). This provides them 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 (an additional cost of \$25.00 per seat for more than 3 workstations, provided we have administrative rights to load drivers).

### 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 scan path information before we arrive. We will show you how to set the folder up and assist as much as we can. Click here  for set up instructions.

### 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 again,  
Art Sibley  
Service Manager

**Pre-Install Worksheet**

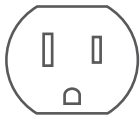
Customer Name \_\_\_\_\_ Dept \_\_\_\_\_ Room/Suite \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Extension \_\_\_\_\_  
 Meter Read Contact \_\_\_\_\_ Phone \_\_\_\_\_ Extension \_\_\_\_\_  
 Contact Email \_\_\_\_\_ Meter Read Contact Email \_\_\_\_\_

**Location Information**

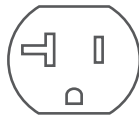
Dimensions of the door to be used: Width \_\_\_\_\_ Height \_\_\_\_\_  
 Stairs to enter the building? Yes No Number of steps \_\_\_\_\_ Number of flights \_\_\_\_\_  
 Stairs inside of the building? Yes No Number of steps \_\_\_\_\_ Number of flights \_\_\_\_\_  
 Will an elevator be used? Yes No Personal Freight  
 Elevator Dimensions: Width \_\_\_\_\_ Height \_\_\_\_\_ Weight Limit \_\_\_\_\_  
 Software used for printing \_\_\_\_\_ Operating System \_\_\_\_\_

**Electrical and Network Requirements**

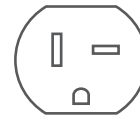
\*ESI Recommends a dedicated power line with surge protection with line filter\*



**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)

**I.P. Address**

Static or DHCP

I.P. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Sub \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Gate \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 DNS \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Scan to Network**

(MFP only)

Network path or folder \_\_\_\_\_  
 Domain \_\_\_\_\_  
 Username \_\_\_\_\_  
 Password \_\_\_\_\_

Notes \_\_\_\_\_

We place great value in our relationships with our client base and occasionally spotlight new installations, clients, and their personnel on our Facebook, LinkedIn, and Instagram. By checking this box, you agree to let Engineering Supply and Imaging use your company name, printers, and employees in these social media posts.

**(This section will be completed by the installer)**

	Main	Scanner	Stacker
Model Number	_____	_____	_____
Serial Number	_____	_____	_____
Tag Number	_____	_____	_____
Firmware	_____	_____	_____
Software Version	_____	Printer Point	Printer Point must be loaded and running at all times to provide accurate meter readings for billing. It must be loaded on a workstation and preferably the server.
Beginning Meter	_____		
Removal of old equipment? (\$200 charge)	Yes No	Model	_____
Removal of mother board for trade in?	Yes No	End Meter Read	_____
Sales Representative	_____		
Install Date	_____ Installed by _____		