

## **NETWORK SITE SURVEY**

Company Information  Customer Name:  Address:			Proposed Install:				
			I.T. (	Contact			
		Name:					
			Number:				
Product Informati	on						
Device Model:		E	quipment	SN / System#:			
Options							
Printer Kit:		_ Scanning	g:		Fax: _		
Other:		Advanced Options:					
Network Settings		DHCP (with rese	ervation)	Stat	ic		
Network Type	Ethernet:	Wireless	:	Other:			
IP Address:		Subnet:		_ Gateway: _			
DNS 1:	DNS2:		Dom	nain:			
SMTP Settings							
SMTP Server:			Auth	nentication Me	thod:	Port:	
Email Address:			Pass	word Required	d:		
LDAP Settings							
LDAP Server:		B	ase DN:				
User Name:		P	assword R	equired:	Port:		
Scan to File Share							
Protocol:							
Computer Name / IP: Use		User nar	r name /Password Known:				
Printing							
Language Required:							
Server Printing:	Architecture:	OS:		Quantity:			
Client Direct:	Architecture:	OS:		Quantity:			



## <u>Customer Responsibilities – Please Review and Sign Below</u>

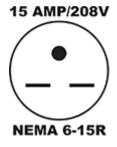
- Server and/or Workstation software installation is the responsibility of the customer IT contact. Arctic Office
  Products will assist with the installation and setup of up to 5 devices. If the installation requires more than 5
  devices please contact your sales representative for information concerning the utilization of professional
  services and the associated cost for additional device configuration.
- Any non-standard application software may not allow the product to utilize all of its features. For example: DOS, INIX, and Mainframe application software. Check with your Arctic Office representative for specific compatibility.
- The customer acknowledges to maintain a current backup of their program and data files to restore any lost data. Arctic Office Products cannot be held responsible for any loss of data.
- If the operating environment (as outlines in this document) changes after the date of installation, resulting in compatibility or product difficulties, the customer will be charged for all labor incurred at the current rate.
- It is the responsibility of the customer to install/configure the company standard antivirus software for any solution purchased through Arctic Office Products.
- It is the responsibility of the customer to create, configure and manage any security groups that will have access to the product/solution.
- Due to the variety of methods used to connect products to a computer network, interface cables are not included. It is the responsibility of the customer to provide the necessary cables at the time of installation. Please contact your Arctic Office representative if you require custom cabling. This can be purchased at an additional cost.
- Customer environments require live connections and an IT person available at the location of the device prior to arrival of the Arctic Office Products technician or Systems Engineer performing the installation.

Sales Rep Phone #:	Sales Rep Email:
Service Rep Phone #:	Service Rep Email:
Please check and initial the following red	quirements are in place
Live Network drop (if needed) at loca	ation of device
Live Fax drop (if needed) at location	of device
Live power receptacle (product requ	irement shown) at location of device

Arctic Office Products Contact Information (If you have questions with this form please contact for assistance)









ignature:	Printed Name:	Date: