

**TECHNICAL NEEDS ANALYSIS**

Fax to: 708-614-1760

Sales Rep: _____

Customer Information

Name: _____ Phone: _____

Customer Technical Contact

Name: _____ Phone: _____

Server**Workstations****Printer Languages/Driver**

OS:		QTY:				<input type="checkbox"/> PCL	<input type="checkbox"/> UFR
IP:		OS:				<input type="checkbox"/> Postscript	<input type="checkbox"/> Don't Know

Network Environment
 Dedicated Electrical
 Active Network Connections
 Phone Line
 Patch Cable Available
Copier Information**Copier 1****Copier 2****Copier 3**

IP Address	1.) _____	2.) _____	3.) _____
Gateway	1.) _____	2.) _____	3.) _____
Subnet Mask	1.) _____	2.) _____	3.) _____
DNS 1	1.) _____	2.) _____	3.) _____
DNS 2	1.) _____	2.) _____	3.) _____
Install on Server?	<input type="checkbox"/>	Username: _____	Password: _____

Scan to e-mail3**Scan to File3**

SMTP Server Address	_____	File Location(s)	_____
Requires Authentication?	<input type="checkbox"/>	1.)	_____
Username:	_____	2.)	_____
Password:	_____	3.)	_____
Requires Security?	<input type="checkbox"/>	4.)	_____
Port:	_____	5.)	_____

Pre-Network Install Requirements

The client agrees to provide a cable capable of running 10 / 100 mbps with RJ45 connectors and adequate length. An active connection with a unique print queue and a static IP address should be available prior to the machine delivery. If the copier / printer is to be connected via parallel port or USB connection (when applicable), a cable with proper length will need to be provided by the client.

Connected / Networked Installations

A Proven network technician will schedule software setup and installation with an IT representative from the client. If an IT representative from the client is not available for the network installation, please call 1-708-614-1770 to reschedule.

Software Setup and Installation

If the client has other applications or programs, or initializes the reconfiguration of the existing network where Proven's assistance is required, an hourly rate will be assessed. Due to various forms of software applications, Proven cannot guarantee broad-spectrum integration and functionality with the software of the copier / printer. Proven will set up to three (3) SMB scan destinations in our standard installation.

Responsibility for Data Back-up

The client agrees not to hold Proven Business Systems responsible for any loss of data due to catastrophic events. The client further agrees to provide a disaster recovery system related to any document storage /retrieval system installed by Proven Business Systems.

Customer Signature

Name: _____ Date: _____