



AMERICAN BUSINESS MACHINES

REMOTE INSTALL: YES  NO  Date: \_\_\_\_\_

## INSTALLATION SITE SURVEY

Rep: \_\_\_\_\_ Mgr: \_\_\_\_\_

Company Name		IT Contact Name: <input type="checkbox"/> In-house <input type="checkbox"/> Consultant	
Street Address (install location)		IT Company(if applicable)	
City/State/Zip	Contact Direct Dial #	IT Contact Email Address	
Primary Contact	Email Address	IT Contact Direct Dial Number	

Network Operating	Network Configuration	Workstation Information	Printer Languages Used										
<input type="checkbox"/> Windows <input type="checkbox"/> 64bit <input type="checkbox"/> 32bit <input type="checkbox"/> MAC OS version _____ AS400 <input type="checkbox"/> UNIX <input type="checkbox"/> Peer to Peer <input type="checkbox"/> Other: _____	<input type="checkbox"/> Ethernet 10 / 100 <input type="checkbox"/> Wireless <input type="checkbox"/> Other: _____ <b>PRINT SERVER ***</b> <input type="checkbox"/> Available: IP Address _____ <input type="checkbox"/> Not Available: Drivers loaded locally	<table border="1"> <thead> <tr> <th>Version</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Windows 64bit _____</td> <td>_____</td> </tr> <tr> <td>Windows 32bit _____</td> <td>_____</td> </tr> <tr> <td>Macintosh _____</td> <td>_____</td> </tr> <tr> <td>Other: _____</td> <td>_____</td> </tr> </tbody> </table>	Version	Quantity	Windows 64bit _____	_____	Windows 32bit _____	_____	Macintosh _____	_____	Other: _____	_____	<input type="checkbox"/> PCL <input type="checkbox"/> Post Script <input type="checkbox"/> AppleTalk <input type="checkbox"/> AS400 – SCS / AFP / IPDS <input type="checkbox"/> Other _____
Version	Quantity												
Windows 64bit _____	_____												
Windows 32bit _____	_____												
Macintosh _____	_____												
Other: _____	_____												

Server Information	Purchased Software to be installed:	MFP Applications to be set up:
Subnet Mask: _____ Gateway: _____ DNS Server IP/Hostname: _____ LDAP Server IP/Hostname: _____ SMTP Server IP/Hostname: _____	Autostore GlobalScan Prescribe DMConnect Pro Pinpoint Scan Teaching Asst 2MyInbox	<input type="checkbox"/> Scan to Email <input type="checkbox"/> Scan to Network Folders <input type="checkbox"/> Scan to HDD <input type="checkbox"/> Network Fax Forwarding <input type="checkbox"/> Account Codes <input type="checkbox"/> User Authentication/Security <input type="checkbox"/> Secure Print <input type="checkbox"/> Print to Virtual Mailbox <input type="checkbox"/> Initial Color Calibration/Setup <input type="checkbox"/> Fiery Command Workstation <input type="checkbox"/> Fiery VUE
<b>Environment Verification</b> <input type="checkbox"/> Network connection near machine location** <b>** 2 Network drops may be necessary **</b> <input type="checkbox"/> Space Requirements Confirmed <input type="checkbox"/> Electrical Requirements Confirmed  NEMA 5-15R    NEMA 5-20R    NEMA 6-20R 115/120V 15 Amp    115/120V 20 Amp    220V 20 Amp	Please enter # of licenses that were purchased on the line next to the software. (Note: This is not a sales agreement. Quantities will be verified by the sales order agreement.) American Business Machines will load and program the above software according to manufacturer's guidelines with the inclusion of professional services charges. Most software requires Business level operating systems. A member of our Solutions Team will be in contact prior to the installation if additional information or a formal scope of work is required.	

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Please enter # of licenses that were purchased on the line next to the software. (Note: This is not a sales agreement. Quantities will be verified by the sales order agreement.) American Business Machines will load and program the above software according to manufacturer's guidelines with the inclusion of professional services charges. Most software requires Business level operating systems. A member of our Solutions Team will be in contact prior to the installation if additional information or a formal scope of work is required.
--	---

Multiple Copiers <input type="checkbox"/> yes <input type="checkbox"/> no	Same Configuration <input type="checkbox"/> yes <input type="checkbox"/> no	Equipment to be Removed			New Equipment	
Address	Location/Dept	IP Address	Make / Model	Serial #	Tag #	Make / Model

<b>*** American Business Machines Provides The Software and Drivers for the Purchase equipment in the environment described above and will install them on 3 workstations and/or a print server. Additional workstations needed at the time of install or at a later date are chargeable. If the above network configuration changes after the initial installation and those changes require ABM to reconfigure the software or hardware programming, that service is also chargeable. Customer confirms that they have current backup sets of responsible for providing a functional network and associated hardware for connectivity, network share folders with the proper access control settings and an email account to be used for scan to email. Completion of this form will help American Business Machines to confirm compatibility prior to installation.</b>	<b>Automated Meter Collection</b> To simplify the meter collection process ABM will install free software that will automatically transmit the serial number and meter readings back to ABM each month. If you would like to opt out of this service check the box below. Should you opt out, meter readings for all units become the responsibility of the customer and are due on the 1 day of each month. Failure to report will result in late fees of \$25.00 per incident. <input type="checkbox"/> Declined
Customer: _____ Title: _____ Date: _____	

American Business Machines Service Dept. Use Only	ABM sitesurvey
Approved By: _____ Date: _____	Version 8/24/17

