





Network Integration Worksheet

One Source Imaging is committed to providing our customers with a seamless and trouble-free installation. To assist with this process, this worksheet was developed to provide everyone with the required information necessary for a successful installation of your new equipment.

_____ Company Name			_____ Phone Number		
_____ Company Contact			_____ Email		
_____ Address			_____ OSIS Sales Rep		
_____ City	_____ State	_____ Zip	_____ OSIS Branch Office		

Power Requirements

Your new equipment utilizes the very latest technology. Therefore, it is essential that its operating environment provides the proper external power. Most installed devices require dedicated power. Whether dedicated power is required or not, devices should never share power with refrigerators, shredders, etc. Listed below are the four main outlet types that your new device and/or accessory may require. Please note: In addition to the correct type of outlet, modern devices require proper neutral and grounding of the electrical outlet. One Source Imaging will not be held responsible for erratic operation of equipment due to miss-wired or faulty external power outlets.

Type A 5R-15 12 AMP, 120V 	Type B 5R-20 20 AMP, 120V 	Type C 6R-20 20 AMP, 220V 	Type D L6-30 30 AMP, 250V 
--	--	---	--

Main Unit

_____ Description	_____ OSIS ID#	_____ IP Address	_____ Power Type
----------------------	-------------------	---------------------	---------------------

Accessories

_____ Description	_____ Power Type	_____ Description	_____ Power Type
_____ Description	_____ Power Type	_____ Description	_____ Power Type
_____ Description	_____ Power Type	_____ Description	_____ Power Type
_____ Description	_____ Power Type	_____ Description	_____ Power Type
_____ Description	_____ Power Type	_____ Description	_____ Power Type

Install Schedule

_____ Delivery date	_____ Time	_____ Special Instructions
_____ Date of Install	_____ Time	_____ Special Instructions

Network Integration Worksheet

Customer Install Responsibilities

- Provide a tested patch cable to reach from network port to Copier / Printer or a Printer cable for stand alone installation
- Pre-define Addressing and Naming conventions for the new hardware
- All computers (workstations / servers) should be free of viruses / spyware.
- All Operating Systems and applications should be current with manufacturer updates.

Network Integration Information

IT Status

- Onsite IT Third Party No IT Support IT Contact _____ Phone# _____

Basic Network Information

Subnet Mask _____ DNS Server Primary _____ Domain Name _____
 Gateway _____ Secondary _____ Comments _____

Printing Set-Up

- Print driver will be installed on the server and shared to the workstations
 Print driver will be installed locally on every workstation # of workstations _____

Operating System Environment

- Server 2000 Server 2003 Server 2008 Server 2008 R2 Other _____ 64 BIT 32 BIT
- Windows XP X32 Windows XP X64 Windows Vista X32 Windows Vista X64 Windows 7 X32 Windows 7 X64 Other _____
- Mac/OS _____ Comments _____

Scan to Email Set-Up

- Exchange Server Web Based* 3rd Party Provider* *Web based and 3rd party set-ups, require detailed information from your service provider. In some cases it may be necessary for your provider to do their own set-up directly. Some providers charge for this service.

SMTP Server Info Wins Server Info

IP address _____ Primary _____
 Host Name _____ Secondary _____ POP before SMTP _____

- Authentication required? YES NO If yes: Copier email/login name = _____
 (login will require admin rights)
 Password _____



One Source Imaging Solutions

5020 Campbell Blvd.
Baltimore, Md 21236

800.875.8843 / 800.738.6219 fax
www.OSISINC.com

Network Integration Worksheet

We will provide the login info at install

Network Integration Worksheet

Scan to Folder (SMB)

Will you be scanning to folders on a server?
 YES NO If yes Server IP address _____ Server Host Name _____

Will you be scanning directly to workstations?
 Yes No If scanning to one folder on one workstation: Workstation IP address _____

Host Name _____ Domain Name _____ Login Name* _____ Password _____

Will you be scanning directly to workstations? Yes No
 If scanning to one folder on one workstation, Workstation IP Address: _____

Host Name _____ Domain Name _____ Login Name* _____ Password _____

We will provide the login info at install

If multiple workstations, how many: _____ (Limit 5) If more are needed, we will train you to set-up. The above information is required for each station.

* Scanning to SMB folders requires all login information to shared with full permissions. Although not required, it is recommended that the copier have its own login created on the server or at each workstation with admin rights.

Fax Set-Up

Fax Number* _____ Fax forwarding required Email _____

Folder _____ Network Fax Driver Needed? Yes No

* Fax requires a dedicated analog phone line.

LDAP

IP Address _____ Host Name _____ Search String _____

IP/Host _____ We will provide the login info at install

Login Info: Name _____ Password _____

Liability Waiver

One Source Imaging is not responsible for PC/server configuration, maintenance or troubleshooting issues unless directly related to the installation of your equipment. Impact technicians will not make configuration changes to a customer server or workstation unless the customer has signed this Liability Waiver.

Liability Waiver: I (customer representative) am authorized and give consent to One Source Imaging System Engineers to work on any necessary hardware and software configurations related to the installation of the aforementioned Impact connected equipment. We will be performing a network audit to help improve the connectivity of our device to your network. One Source Imaging and/or our System Engineers will not be held liable for any loss of data or hardware failure of any kind during and after this installation procedure.

Signature _____

Printed Name _____

Title _____

Date _____

Network Integration Worksheet

Device Installation

Device	ID#		IP Address	Power Type	
Accessories	Power?	Type	Accessories	Power?	Type
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____

Device	ID#		IP Address	Power Type	
Accessories	Power?	Type	Accessories	Power?	Type
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____

Device	ID#		IP Address	Power Type	
Accessories	Power?	Type	Accessories	Power?	Type
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____

Device	ID#		IP Address	Power Type	
Accessories	Power?	Type	Accessories	Power?	Type
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____