Digital Site Survey

Company Name _____

Address _____

City _____ State _____ Zip _____

IT Support:

Name_____ Phone_____ Email_____

Key Operator:

Name_____ Phone_____ Email_____

SBS of Bakersfield Sales Representative_____ **Equipment Sold** _____

Network

Will the copier/printer use ❑ Wired (Cat-5) ❑ Wireless

Active network wired port distance from machine:_____ ft.
Active analog fax port distance from machine: _____ ft.

(7ft patch provided)

❑ Wireless Bridge needed ❑ Network Switch needed

If using Wireless, please provide the following:

Wireless Protocol: ❑ 802.11b ❑ 802.11g ❑ 802.11n

Wireless Encryption: ❑ None ❑ WEP ❑ WP

❑ Other _____

Wireless SSID: _____

Encryption Key: _____

TCP/IP

❑ Static *(recommended)* ❑ DHCP

Static addressing please provide:

IP Address _____

Subnet Mask _____

Gateway _____

DNS Server _____

[Electrical]

❑ 115V, 15-amp
Nema 5-15R

❑ 115V, 20-amp
Nema 5-20R

❑ 220V, 20-amp
Nema 6-20R

(Note: No Extension Cords)

Is there a nearby *(active)* wall jack
Network connection: ❑Yes ❑ No

Is there a nearby *(active)* wall jack
phone/fax connection: ❑ Yes ❑ No

If not what is the distance
approximately _____ft.

Network Printing

Workstations print through a: ❏ Server ❏ Peer-to-Peer

If printing through a server, please specify the server OS:

❏ Windows ❏ Macintosh ❏ Linux/Samba

❏ Novell NetWare ❏ IPhone ❏ Android

❏ Other: _____

Computer Workstations

Number of workstation connections: **(5 included)**
_____

(Please see Network options / Charges form for information. If needing additional machines setup)

Please specify the operating system(s) used by devices needing access to the copier/printer:
❏ Windows _____ ❏ Mac_____ ❏ Android ❏ IOS ❏ Other _____

Scan to Email (SMTP)

Scan documents by email: ❏ Yes ❏ No

SMTP Server Host Name or IP Address:

_____

Port #_____

Authentication Type: _____

User Name: _____

Password: _____

Security Protocol: ❏SSL ❏None ❏Other_____

Special Software Applications

Please specify any specialty software or print stream

Application(s) that will print to the new copier/printer:

❏ Postscript ❏ IPDS ❏ Adobe Creative Suite

❏ Citrix or Terminal Services ❏ CAD Software

❏ SAP ❏ Barcode Printing ❏ Other _____

Network Folder Destination

Will the copier be used to scan documents to a shared network location: ❏ Yes ❏ No

❏   Sharp desk 1 workstation **OR** ❏   Extra Sharp desk Licenses_____

❏   Individual workstations: **OR** ❏   Network Server: _____

❏   Shared Network Folder: **OR** ❏   Mapped Internal Storage: _____

What operating system will host the network folder or Storage: _____

What operating system will host the network folder or mapped drive:

❏ Windows ❏ Macintosh ❏ Linux/Samba

❏ Novell NetWare ❏ UNIX FTP

FQN: _____

_____

(NOTE: Copier will require FQN of destination path. Please attach a list of FQN(s) if multiple paths are needed. Also requires account credentials to Read/Write to path.)

Credentials:
UN_____
PW_____

Fax Setup Requirements

Used to Send or Receive Faxes: ❏ Yes ❏ No

Is there an **(active)** analog phone port available for Faxes: ❏ Yes ❏ No

Should outgoing faxes ❏ print transaction reports
❏ Print daily reports

Should incoming faxes: ❏ Print ❏ Forward to Email ❏ Forward to Network Folder

If forwarding, please specify email address or Network folder: _____

Security Requirements

Are there security regulations that must be met:

❑ HIPAA (Medical)   ❑ Graham-Leach-Bliley

❑ Sarbanes-Oxley   ❑ Homeland Security

Security requirements that need configured during installation?

(I.E. – print/copy restrictions – departments – or authentication)

If yes, please provide contact information of person responsible for security requirements.

Name: _____

Phone: _____

Email_____

Media Types Used

Paper type (material – i.e. cardstock, gloss, etc…)

_____

Paper weight (gsm) range: _____

Paper Size Requirements:

❑8.5x11 ❑8.5x14 ❑11x17 ❑8.5x5 ❑12x18

Sticky back labels: ❑yes ❑no

Envelopes: ❑yes ❑no

Banners   ❑yes ❑no

Estimated Monthly Volume:

Black/White_____ Full Color_____

Software Acknowledgement and Release

The customer assumes all risk associated with the installation and use of the software (including without limitation to all associated administration). In no event shall SBSOFBAK, INC. be liable whether in contract, warranty, tort (including negligence (whether active, passive or attributed), product liability or strict liability or other theory), for cover or for any indirect, incidental, special or consequential damages (including without limitation any loss of profits or data, business interruption, computer failure or other monetary loss) arising out of the use or inability to use the software or performance of any related services, irrespective of, even if SBSOFBAK,INC. has been advised of the possibility of such damages.

Furthermore, the SBSOFBAK, INC. support team advises that, all precautionary network software that you deploy in your environment (i.e. Firewalls, Spyware and Anti Virus software) be applied to any workstations and/or servers that are existing or provided, that will be running our software solutions. Also, when plausible, any hardware (computers) used for specific SBSOFBAK, INC. software solutions should be used solely for that purpose and not as an extra, common workstation.

While we at SBSOFBAK, INC. make every effort to check and test material at all stages of implementation, it is always wise for you to run an anti-virus program on all material downloaded from the Internet and/or shared files on your network

Customer Acknowledgement

The system data gathered in this document is confidential and will be used to properly configure SBSOFBAK, INC. Solutions.

This information is **required** *before* our technicians can connect equipment to your network and is intended for simple network integrations, more advanced integrations such as LDAP, IPP, HTTP Printing will be handled personally. Contact Jay Mendenhall (IT/Tech) or Tim Murphy (President) if more complex configurations are required as well as additional Information / Comments or Concerns.

Survey Completed By: _____   Title _____
<div align="center">Print Name</div>

Customer Signature: _____   Date _____

Additional Network Options / Charges

5 computer network installs are included with the purchase of each Copier/Printer.

Network Option Plans

SBSOFBAK, INC. Network Options are for your convenience to cover additional workstations at installation, and to cover support for all software and hardware pertaining to the Copier/Printer that SBSOFBAK, INC. has provided. Furthermore the Network Options cover reinstalling software as changes and upgrades happen on your network (ISP changes, new routers/switches, computer upgrades, etc.).

1. 5 hours $300.00 per year
2. Additional Workstations $45.00 per workstation
3. Hourly Rate $150.00

Plan # _____

Customer Signature: _____   Date _____