

**CUSTOMER SITE SURVEY**
**STEP 1**
**SHIP TO INFORMATION**

Company Name:		Account Rep:	
Address:		City:	Zip:
Department:		Floor:	Suite:
Primary Contact:	Phone:	Email:	
Alternate Contact:	Phone:	Email:	

Special Instructions or Request: \_\_\_\_\_

**DELIVERY REQUIREMENTS**

 Office hours or delivery hours available: \_\_\_\_\_ AM to \_\_\_\_\_ PM Loading dock available? YES  NO 

 Stairs within building? YES  NO  Number of steps? \_\_\_\_\_ Elevator within building? YES  NO  Note: \_\_\_\_\_

Please provide the door opening dimensions of the elevator, entrance door and the actual door of the room where the equipment will reside:

Entrance: \_\_\_\_\_ x \_\_\_\_\_ Equipment room \_\_\_\_\_ x \_\_\_\_\_ Elevator \_\_\_\_\_ x \_\_\_\_\_

**EQUIPMENT SPACE AND ELECTRICAL REQUIREMENTS**

Make:	Model:	Prior Make:	Prior Model:
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Space requirements are mandated by the manufacturer for proper operation, ventilation and serviceability. The space required varies by the make, model and the range of accessories purchased. Please review the space requirement sheet with your account rep during the order process.


 120V/15A  
NEMA 5-15R

 120V/20A  
NEMA 5-20R

 208V/15A  
NEMA 6-15R

 208V/20A  
NEMA 6-20R

The diagrams above indicate the type of electrical circuit and outlet required at customer site in relation to the duty cycle of the main unit. Please be aware that certain accessories may require additional electrical outlets. Please review the requirements with your account rep and office staff.

**CUSTOMER NETWORK SURVEY**
**STEP 2**
**YOUR REQUIREMENTS FOR CONNECTIVITY SERVICES**

- Proper and functional electrical power within 6 feet of intended location. (A dedicated line is recommended)
- Functional phone line within 6 feet, if a fax option is purchased.
- Functional network drop within 10 feet of equipment. (additional ethernet cable may be required for longer distances)
- Provide network address information for TCP/IP protocol installations. (see Page 2)
- Have a network administrator or knowledgeable computer person available for install.
- Have a key operator / end user available for training after the install is complete.
- Have the proper space allocated per manufacturer's specifications. (Please see the model specific space requirement guide)
- Provide functional email credentials in order to configure the MFP for outgoing email functionality.
- Provide user and password credentials in order to configure the MFP for Network Scanning.

**CONTINUED ON PAGE 2**

**SERVICES PROVIDED BY THE INCLUDED CONNECTIVITY SERVICES**

- Assist the network administrator or knowledgeable computer person with the driver installation on up to (4) workstations.
- Configure the equipment with the network and email information supplied from this survey.
- Instruct and train the key operator / end user on print driver use and functionality.
- Instruct and train the key operator / end user on color calibrations of the equipment. (if required)

**OPTIONAL SERVICES AVAILABLE FOR AN ADDITIONAL FEE**

- Provide a wired network switch or wireless adapter, if one is not standard on the model purchased.
- Assist customer with the reconfiguration of equipment due to change of address, internet services, or network services.
- Troubleshoot issues with scan to email, scan to network, or related software available with the WJS equipment.
- Assist customer with additional workstations or future driver installations beyond the initial setup.
- Provide additional training for end users on the equipment functions and advanced features beyond the initial setup.

**PLEASE HAVE YOUR NETWORK PERSONNEL COMPLETE THE SECTION BELOW** Network personnel is:  On-Site  3<sup>rd</sup> Party  None

- \*  Customer plans to connect the equipment via USB, not TCP/IP protocol. \* **If either box is selected, do not continue to the section below**
- \*  Customer assumes the responsibility of configuring the device and installing it onto their network without assistance from the WJS personnel.

**\*Information for connecting the device to the network:**

Computer Environment: Windows  MAC  Mobile Devices  Linux  \*\*Servers  Other  \_\_\_\_\_

**\*\* Please note that any server interaction must be performed by the customer's network personnel only!**

Static IP Address:	<input type="text"/>	Domain Name:	<input type="text"/>
Subnet Mask:	<input type="text"/>	Primary DNS:	<input type="text"/>
Gateway Address:	<input type="text"/>	Secondary DNS:	<input type="text"/>

**\*Information for Scan to Email function:**

SMTP server IP or Host Name:	<input type="text"/>	Port #	<input type="text"/>
Email account for the MFP (if req'd):	<input type="text"/>		
Password for the email account:	<input type="text"/>		
Authentication Method / Requirements:	<input type="text"/>		

**\*Information for Scan to Network function:**

IP Address and/or Host Name:	<input type="text"/>
User Login for Account:	<input type="text"/>
Password of Account:	<input type="text"/>

**\*Network Contact Information:**

Contact Name:	<input type="text"/>	
Contact Phone:	<input type="text"/>	Email: <input type="text"/>

**INSTALLATION ACKNOWLEDGEMENT**

**\*By signing, you acknowledge that all delivery, electrical, space and network requirements have been reviewed and completed for the installation of your new equipment. Please note that failure to provide these requirements will only delay or prevent the installation. Please contact WJS with any questions or concerns before the installation date. Please note that all WJS deliveries and connectivity services are handled by appointment only.**

\_\_\_\_\_ \* \_\_\_\_\_ \* \_\_\_\_\_ \*  
 Customer Signature Date Name Printed

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