



## SALES REP SITE SURVEY

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### SHIP TO INFORMATION

### STEP 1

|                    |        |            |        |
|--------------------|--------|------------|--------|
| Company Name:      |        | Sales Rep: |        |
| Address:           |        | City:      | Zip:   |
| Department:        |        | Floor:     | Suite: |
| Primary Contact:   | Phone: | Email:     |        |
| Alternate Contact: | Phone: | Email:     |        |

### DELIVERY REQUIREMENTS

Office Hours or Delivery Hours Available: \_\_\_\_\_ AM to \_\_\_\_\_ PM Loading Dock Available? YES ☐ NO ☐

Stairs Within Building? YES ☐ NO ☐ Number of Treads? \_\_\_\_\_ Elevator within Building? YES ☐ NO ☐ \_\_\_\_\_

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 \_\_\_\_\_

Special Instructions: \_\_\_\_\_

### EQUIPMENT SPACE AND ELECTRICAL REQUIREMENTS

|       |        |             |              |
|-------|--------|-------------|--------------|
| Make: | Model: | Prior Make: | Prior Model: |
|-------|--------|-------------|--------------|

Space requirements are mandated by the manufacturer for proper operation and when service work is required. The space requirements vary by make, model and the type of accessories, so please request a space requirement sheet from your salesman before the order process begins.



☐ 120V/15A  
NEMA 5-15R



☐ 120V/20A  
NEMA 5-20R



☐ 208V/15A  
NEMA 6-15R



☐ 208V/20A  
NEMA 6-20R

The diagrams above indicates 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 and/or controllers may require power from additional electrical outlets. Please consult your sales rep for details.

### INSTALLATION ACKNOWLEDGEMENT

By signing, you acknowledge that all electrical and space requirements have been verified and met for proper installation of the equipment and that you have provided the correct and necessary information in order to configure said equipment onto the network. Please note that failure provide the necessary requirements will only delay or prevent a proper installation. Please call WJS for any questions and concerns before the install date.

\*

Customer Signature

\*

Date

\*

Name Printed

**CUSTOMERS, PLEASE PROCEED TO STEP 2** (on reverse page for your network information)

## CUSTOMER NETWORK SURVEY

**STEP 2**

### REQUIREMENTS FOR CONNECTIVITY SERVICES

- Proper electrical power within 6 feet of intended location. (A dedicated line is recommended)
- Functional phone line within 6 feet, if FAX option is purchased.
- Functional network drop within same room as equipment.
- Please note that any clients running Windows S or discontinued/unsupported Windows operating systems may not be supported.
- Provide network address information below for TCP/IP protocol installations. (Please have your network personnel complete lower section\*)
- 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. (Usually at least 1.5 ft on each side and 2.5 ft for front and rear)
- 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.

### SERVICE PROVIDED BY THE INCLUDED CONNECTIVITY SERVICES

- Assist the network administrator or knowledgeable computer person with the driver installation for up to (2) hours while onsite.
- Configure the equipment with the network and email information supplied from this survey.
- Instruct and train Key Operator / End User on print driver use and color calibration. (if applicable)

### OPTIONAL SERVICES AVAILABLE FOR AN ADDITIONAL COST

- Provide a wired Network Switch or Wireless Adapter, if one is not standard on the model purchased.
- Troubleshoot email and software issues that are directly related to the WJS equipment.
- Customers may purchase additional support after the (2) hours of included support has expired during the onsite installation.
- Provide additional training sessions for new or absent employees on functionality and advanced features of the equipment.

\* ☐ We assume the responsibility of installing and configuring the device onto our network without WJS connectivity personnel's assistance.

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

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

#### \*Required network information for the installation:

|                    |                 |
|--------------------|-----------------|
| Internet Provider: | Email Provider: |
| Static IP Address: | Domain Name:    |
| Subnet Mask:       | DNS Server:     |
| Gateway Address:   | Sec DNS Server: |

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

|                                       |        |
|---------------------------------------|--------|
| SMTP server IP or Host name:          | Port # |
| Email account for the MFP (if req'd): |        |
| Password for the email account:       |        |
| Authentication method / Other:        |        |

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

|                              |  |
|------------------------------|--|
| IP Address and/or Host Name: |  |
| Account for Login:           |  |
| Password of Account:         |  |

#### \*Network Contact Information:

|                |        |   |
|----------------|--------|---|
| Contact Name:  |        | IT Personnel are: <input type="checkbox"/> On-Site <input type="checkbox"/> 3rd Party <input type="checkbox"/> None |
| Contact Phone: | Email: |   |