

Copier Network Installation Form

To be completed by the customer for all photocopiers requiring a network installation. Please return to A.Healey Ltd (fax: 023 9226 9722)

CUSTOMER NAME	
MACHINE REF (eg H12345)	
MODEL (eg Panasonic DPC354)	
CONTACT NAME (IT?)	
CONTACT TEL NO (IT?)	

For printing only the first three fields need filling in but for scanning and email please supply as much information as possible. (Although the machines can use DHCP to obtain an ip address, this should then be reserved on the server)

IP Address for copier (eg 192.0.0.100)	
Subnet Mask (eg 255.255.255.000)	
Default Gateway (eg 192.0.0.1)	
SMTP Server Name (eg server1)	
SMTP Server IP Address (eg 192.0.0.1)	
SMTP USER Authentication (if any)	
SMTP PASSWORD as above	
DNS Server IP Address	
Email address for copier (eg copier@healey.co.uk)	
Default Subject of mail (eg "email from copier at A Healey")	
Default file type (TIFF JPEG or PDF)	

Please make sure that there is a free network point near to the copier and also let us know if a network cable is required (and what length) for installation.

In most cases we will need an administrator login on to your server(s) and or workstations, please have someone available with the password at the time of the visit.