



# Standard Connectivity Request Form

Date: 1/17/2008

Please complete one form for each machine being hooked up on the network.  
 Only include information that is related to the machine being connected.  
 30 days of on-site IT, phone and Web-Ex support included with Standard Connectivity

Branch #N/A  
 Company Rochester Home Builders Suite D  
 Address 20 Wild Bryer Road  
 Address 2  
 City State Rochester  
 Zip 14623  
 Phone 585/272-8222

Requested by: Jonathan Trotta  
 IT Contact  
 IT Phone  
 IT Email

**Machine information:**

New Install  
 Replacing existing equipment: Make / Model:

**PRINT**

(1) Server Queue & Driver Configuration (MS or Novell)  
 (2) Workstation Driver Configurations  
 KeyOp training on print driver overview  
 - staple, duplex, private printing

**LANFAX (Optional Accessory)**

(2) LANFAX Driver Configuration  
 KeyOp training on overview of LANFAX

**SCAN (choose 1 option) \*\*options vary by model\*\***

none NO Scanning wanted  
 PC(SMB) scan directly to a shared PC folder  
 EMAIL requires SMTP IP address and valid email address  
 FTP requires server setup prior to installation  
 HD(Box) for MFP's supporting Box Feature

One form of scanning included with Standard Connectivity. Additional forms are available for \$79.00 each billed at time of install. Scanning only setup on 2 workstations.

**MFP MANAGEMENT TRAINING**

Pagescope: Web Connect Overview to KeyOp

**COLOR (If applicable)**

KeyOp training on basic color management  
 KeyOp training on basic Command Workstation with Fiery

**Supported Workstation Operating Systems**

- Windows 2000
- Windows XP
- Windows XP 64-bit
- Apple / MAC Versions \_\_\_\_\_
- Unix / Linux Versions \_\_\_\_\_
- Vista
- Other \_\_\_\_\_

**Supported Server Operating Systems**

- Windows 2000
- Windows 2003
- Windows 2003 64 Bit
- No Server - Peer to Peer
- Apple / MAC Versions \_\_\_\_\_
- Novell Versions \_\_\_\_\_
- AS400 REQUIRES APPROVAL FROM VP OF IT
- Unix REQUIRES APPROVAL FROM VP OF IT

**Supported Topologies**

- Ethernet
  - Wireless
  - Parallel
  - USB
  - 10
  - 100
  - 1000
- REQUIRES AN ADDITIONAL 3RD PARTY WAP PER MFP  
 - OFFERS LIMITED FUNCTIONALITY AND FEATURE SETS  
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**General Network Information**

IP: \_\_\_\_\_ Domain Name: \_\_\_\_\_  
 Subnet: \_\_\_\_\_ DNS: \_\_\_\_\_  
 Gateway: \_\_\_\_\_ DNS2: \_\_\_\_\_  
 SMTP IP: \_\_\_\_\_

Bizhub C352	DK-502 Plain Base		
	SD-503 Saddle Stich Kit		
DF-608 RADF			

Rev. 6-22-2007

**Authorization**

Print Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Connectivity Agreement

Date: 1/17/2008

Branch #N/A Requested by: Jonathan Trotta

Company Rochester Home Builders Suite D  
 Address 20 Wild Bryer Road  
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 Zip 14623  
 Phone 585/272-8222  
 IT Contact

## OVERVIEW

Thank you for choosing Eastern as your digital MFP provider. We staff certified copier, printer, computer and/or network engineers to meet your digital output needs. This agreement is to further enhance our ability to provide you with quick, efficient service and support.

Eastern takes the train the trainer approach for installation and use of the equipment.

## TERMS

The details of the installation are clearly defined in either the Standard or Advanced Connectivity Request form. Eastern initially offers **30 days** of on-site IT, phone and Web-ex Support. While the machine is under a maintenance agreement we offer IT phone support.

Additional print & fax drivers, queues, scanning, IT training, color calibrations, Pagescope products, IT print customizing or printer modifications required due to network reconfiguration or computer operating systems changes may result in an hourly service charge at Eastern's prevailing IT of \$180.00 per hour.

Eastern recommends that you verify the integrity of your backup process prior to installation and is not responsible for any loss of data, third party software incompatibilities, or hardware failures as a result of the print, scan or fax driver installation. **It is recommended that you have a qualified IT person available at the time of install as Eastern will need Administrator privileges to perform the installation.** All cables required for printing, scanning and faxing are the sole responsibility of the customer. Eastern agrees that all information pertaining to our client's network is confidential and may not be disclosed unless court ordered.

If an integration specialist arrives on-site and the MFP cannot be installed because there was no available network port, patch cable, or Systems Administrator privileges, there will be a rescheduling fee unless one (1) business day advance notice was given to Eastern at 888-652-6902.

Customer Required Checklist:			
1. Connectivity Request Submitted	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
2. RJ-45 Patch Cable	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
3. Valid Network Port near MFP	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
4. Network Admin/Equivalent Access	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
5. IT and KeyOp Available at Install	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

## Authorization

- I **accept** the terms of this agreement.  
 I **decline** any IT assistance from Eastern and understand that any IT work by Eastern will be billable at prevailing rate.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Bizhub C352	DK-502 Plain Base		
	SD-503 Saddle Stich Kit		
DF-608 RADF			

Drec

Dcontact

Ddispatch