

Network Connection Survey

***This form determines what your service includes, deviation may result in chargeable service.

This section to be completed by customer: Customer Information and Requested Copier Network Configuration

- Standard network TCP/IP print connection (If using other than TCP/IP printing please list below and ask for additional forms)
- Install postscript printer driver
- Install scan to email (only internal email servers supported)
- Install scan to SMB (Network Folder) -- OS/Model Specific
- Inbound Fax Routing: (Model Specific)
- Install OSA Application (Model/OS Specific) Name of OSA Application _____
- Install PCL print Driver
- Install scan to FTP
- PC fax option: (Model/OS Specific)
- Install Apps (how many licenses purchased?) _____
- Activate User Codes? (please have list of codes ready before installation.)

Customer: _____ Address: _____ City: _____ State: _____ Zip: _____ Contact: _____ Phone Number: _____	IP Address: _____ Subnet Address: _____ Gateway Address: _____ Domain <input type="checkbox"/> Workgroup <input type="checkbox"/> Name: _____ IP address of email Server: _____
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Customer Network Information

<u>Desktop Computing Environment</u> <input type="checkbox"/> Win 7 <input type="checkbox"/> Mac OSx version: _____ <input type="checkbox"/> Win 8 ____32____ 64 <input type="checkbox"/> Win 10 ____ 32____ 64 <input type="checkbox"/> Win 8.1 ____ 32____ 64 <input type="checkbox"/> Other _____	<u>Network Operating System Environment</u> <input type="checkbox"/> Peer to Peer <input type="checkbox"/> Netware _____ ver _____ <input type="checkbox"/> Win 2012 Server <input type="checkbox"/> Citirix <input type="checkbox"/> Win 2016 ____32____ 64 <input type="checkbox"/> Terminal Services <input type="checkbox"/> Win 2019 ____32____ 64 Other _____ What OS is your Active Directory server _____
<u>Connection Type (Model Specific)</u> <input type="checkbox"/> Ethernet <input type="checkbox"/> USB	<u>Machine on which Third Party Apps be installed on (KFS, PrintAudit, Apps, etc)</u> Computer name: _____ Must be Windows OS 2000 or Higher, Server Preferred

Applications that need to print to the MFP (please indicate version numbers)

_____ MS Office	_____ Visio	_____ Publisher	_____ Auto Cad	_____ Corel Draw	_____ InDesign
_____ Quark	_____ Acrobat	_____ Photoshop	_____ PageMaker	_____ Illustrator	_____ Freelance

Other applications or Mainframe Programs: _____

By initialling below Customer acknowledges that the information provided above is accurate. Please continue to the back of this page to confirm the Scope of Work Agreement. The information below is to be filled out by the network integrations tech during installation.

Initial: _____ Date: _____

This section to be completed by network integration tech:

Tech Name: _____ Install Date _____ Was PrintAudit Installed? _____

Equipment ID# _____ Driver type/Version installed: _____

Applicable Software installed (version): _____ All applications listed above tested: _____

Please note any install variances from information provided above, any customization or non-standard install methods. Please note any issues installation and resolution: _____

Conformation of MFP Connectivity: Customer signs upon completion of network install

CUSTOMER ACCEPTANCE		Onit REPRESENTATIVE		CHECK APPROVAL	
Authorized Signature/Date	Date	Signature	Date	Signature	Date

By signing above Customer acknowledges Onit's integration of MFP onto customer network has been successful and has been tested to customer's Satisfaction. Customer also acknowledges they have received all software/drivers for there particular integration.

Additional Notes: _____

Scope of Work Agreement

Onit intends to provide our customers with the highest achievable quality products and services available during the execution of your connected product installation. This "Scope of Work Agreement" provides a complete explanation of the project and details all of the items to be completed by each party. Onit is not responsible for PC/Server configuration, maintenance, power supply or troubleshooting issues unless directly related to the installation of your printer. Onit will dedicate 2 hours for installation and configuration. Anything outside of this scope not at the fault of Onit will be billable at \$175.00 per hour.

CLIENT RESPONSIBILITIES: (PLEASE READ CAREFULLY)

1. Fill-out and return the Network Analysis Survey to your sales representative
2. Provide a tested network port near the MFP Copier/Printer
3. Provide a tested patch cable to reach from network port to the MFP, or a Printer Cable for a stand-alone installation.
4. Ensure that an IT staff member or equivalent will be available during the entire installation process.(Onit Technicians are not allowed to touch a customer's server or workstation)
5. Provide proper power & phone line (if applicable) & ensure space is clear for placement of new machine
6. Have workstations in good working order for install, with admin rights for installing print drivers.
7. Install all updates and service packs to computers. IT staff is responsible for GPO and Active Directory policies (print drivers, user codes, etc.)
8. Provide workstations that meet or exceeds minimum operating requirements of purchased software & drivers
9. If you have a 3rd Party email server or FTP and are getting one of these features installed. it is your responsibility to have necessary ports open by date of install with your hosting provider.
10. The PrintAudit program is based on Onit obtaining accurate monthly meter readings. Failure by customer to submit accurate and timely meter readings will result in estimates, surcharges. rate increases and/or cancellation of this program. For efficient and electronic meter reading. Automated Business Products utilizes specialized software that reports current meter readings on all print devices connected to your Network. Customer agrees that meters may be accessed and reported in this manner.
11. Any MAC environments w/ different OS versions may incur additional charge if intrusive to installation (driver issues, scanning issues, etc)

NOT COVERED UNDER Onit MAINTENANCE AGREEMENT: (PLEASE READ CAREFULLY)

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| 1. Changing of Network Configuration or OS | 4 Customer Loss or Deletion of Software or Drivers (including Manuals) |
| 2. Additional Client Installs | 5. Equipment Repairs Necessitated by improper Power (i.e.: customer reloads or changing OS on the workstation) |
| 3. Changing of Protocol Configuration | 6. |
| 4. Running Wires or Cabling for network drops | |

Onit RESPONSIBILITIES:

1. Your equipment will be setup and pretested before delivery to your location unless requested otherwise.
2. Your equipment will be delivered and setup to the location of your choosing and retested to verify system integrity.
3. Connect the Copier/Printer to the network port with provided patch cable.
4. Configure the Copier/Printer for the appropriate network or PC environments.
5. Train (1) client IS staff member on server setup and configuration.
6. Train (1) client IS staff member on workstation printer setup and configurations.
7. Train (1) client IS staff member on the use of the print driver in a "Train-the-Trainer" format.
8. Generate a server and workstation printer test pages.
9. Analyze your Network Analysis responses and explain any possible limitations and/or configuration recommendations.
10. Onit agrees that information viewed is CONFIDENTIAL and may not be disclosed without consent unless ordered by law.
11. Confirm completed installation with a customer signed "Customer Confirmation of Connectivity Form"

Onit PRINTING, SCANNING, AND SOFTWARE SUPPORT:

Onit wants to ensure that your new printing environment exceeds your expectations. Your installation entitles you to the remainder of your initial "Connectivity Block of Time" up to 90 days of support from the installation date of your new copier/printer, provided that your network environment has not changed as defined in your initial Onit Network Analysis Survey. Simply call our dispatch center whenever you have a connectivity problem that you cannot resolve. If your connectivity issue is not ultimately related to the equipment, Onit will provide a recommendation outlining possible courses of action for your IT staff. If connectivity of the equipment is a top priority in your organization, additional "Connectivity Block of Time" may be purchased separately in yearly increments providing you with continuous "Connectivity Support." Additional work outside the scope of this agreement may be provided on a time and materials basis at Onits' discretion and at current rates. You only receive the connected install and support if the above form is completed.

Customer Acceptance of Scope of Work Agreement

CUSTOMER SIGNATURE

PRINTED NAME

TITLE

Authorized Signature/Date

Date

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