NASHUA
SAVING YOU TIME SAVING YOU MONEY PUTTING YOU FIRST

PRE INSTALLATION FORM

(MFP, Duplicator & Printer)

Date:

FRANCHISE & CUSTOMER DETAILS

Owner Franchise:

Servicing Franchise:

Company Name:

Tel No:

Physical Address:

Sales Representative:

Engineer:

Appointment Date:

Appointment Time:

Contact Person:

IT Contact Person:

IT Appointment: ◯ YES ◯ NO

IT On site: ◯ YES ◯ NO

CURRENT EQUIPMENT

Model:

Peripheral Description:

Serial No:

Old Equipment to be Removed: ◯ Yes ◯ No

NEW EQUIPMENT

Model:

◯ New ◯ Refurb

Color Setting:*(if applicable)* ◯ Developments ◯ Prints

Serial No:

CSA: ◯ YES ◯ NO

NEW PERIPHERALS

☐ Platen Cover		☐ LCT		☐ Punch Unit		☐ Other	
☐ ARDF		☐ Bypass		☐ Credenza		☐ Other	
☐ Shift Tray		☐ Bridge Unit		☐ Duplex		☐ JAVA VM	
☐ MailBox		☐ HDD		☐ Optional G3			
☐ Copy Tray		☐ Scan Option		☐ Fax Tray			
☐ FAX		☐ Paper Bank		☐ Print Option			
☐ Finisher		☐ Cover Interposer		☐ Other			

PRINTING REQUIREMENTS

Function:	*Paper Requirements:*	*Paper Type:*		*Paper Weight:*
☐ Copier	☐ A5	☐ Card stock	☐ Labels	☐ 80gsm
☐ Fax	☐ A4	☐ Gloss	☐ Pre Perforated	☐ 105gsm
☐ Printer	☐ B5	☐ Pre Printed	☐ Thin Paper	☐ 163gsm
☐ Scanner	☐ A3	☐ OHP	☐ Recycled	☐ 200gsm
	☐ A3 SLR	☐ Other Specify		☐ 256gsm
	☐ Duplex			☐ 300gsm

SOFTWARE AND FUNCTION

Printer Software:	*Scanning Requirements:*	*Scanning Format:*	*Additional Scanning Software:*	*Other Functionality:*
☐ SDM Client	☐ Scan to Mail	☐ PDF	☐ Scanner Vision	☐ User Codes
☐ SDM Admin	☐ Scan to Folder	☐ TIFF	☐ Laser Fiche	☐ Locked Print
☐ Desktop binder lite	☐ Scan router Lite	☐ JPEG	☐ N Track	☐ Authentication
☐ LAN - Fax	☐ Twain		☐ N Store	☐ Document Server Printing
				☐ NTrack Meter

Printing Configuration

☐ Print Server ☐ Standard TCP/IP ☐ Peer to Peer ☐ Standalone

Server Operating Systems

- ☐ Windows 2000 Server
- ☐ Windows 2003 Server
- ☐ Windows 2008 Server
- ☐ Novell Netware
- ☐ Linux/Unix

Desktop Operating Systems

- ☐ Windows 2000
- ☐ Windows Xp Home
- ☐ Windows XP Professional 32 bit
- ☐ Windows XP Professional 64 Bit
- ☐ Windows Vista 32 Bit
- ☐ Windows Vista 64 Bit
- ☐ Windows 7
- ☐ Apple Mac

Connection Type

- ☐ Parallel
- ☐ USB
- ☐ Ethernet 10/100/1Gigabit
- ☐ Bluetooth
- ☐ Wireless
- ☐ Apple Talk

CONNECTIONS

Available Network Point	◯ YES	◯ NO
Power Supply Wall Socket	◯ YES	◯ NO
Telephone Line	◯ YES	◯ NO

ProAct

Permission from Customer to access Network	◯ YES	◯ NO
User created on Server	◯ YES	◯ NO
ProAct installed and setup done	◯ YES	◯ NO
Tested ProAct Connectivity	◯ YES	◯ NO

Software

- ☐ Microsoft Office
- ☐ Corel Office
- ☐ Corel Draw
- ☐ Adobe
- ☐ Lotus Smart Suite
- ☐ Pastel
- ☐ Freehand
- ☐ Oracle
- ☐ SAP

Other

Color MFP, Hybrid or Printer

- ☐ Desktop Publishing
- ☐ Office Colour
- ☐ Proof Printing

Image Area: ☐ Full Bleed ☐ Spot Color

Colour Area: ☐ RGB ☐ CMYK ☐ Pantone

Print ☐ 600DPI ☐ 1200DPI

Other

Hardware Requirements

CD/DVD ROM	☐ Yes	☐ No
Required Disk Space	☐ Yes	☐ No
Required Memory	☐ Yes	☐ No
Operating Software Available	☐ Yes	☐ No

Other

Network Connectivity Accessories

STP Network Cable
- ◯ 3M
- ◯ 6M
- ◯ 10M
- ◯ 15M

Parallel Cable
- ◯ 1.5M
- ◯ 5M

USB
- ◯ 1.5M
- ◯ 5M

Users To Connect

Users To Connect

Additional Users to be charged @

Total Users To Be connected

Cost to Customer per user extra

Special Instructions

Note

In no event shall Nashua ..... be held liable for any consequential or incidental loss or data or damage whatsoever arising out of the use or the inability to use the software or hardware supplied and installed. Nashua..... shall in no way be held responsible for the operation or maintenance of the existing software. Any IT related problems, including any changes to hardware or software that occurs after completion of the installation and this form will be chargeable to the customer according to Nashua ..... Software Support rates

Customer Name

Sales Representative

.....
Customer Signature

.....
Sales Representative

FOR OFFICE USE

Internal Approvals

Technical Manager

Sales Manager

IT Manager

.....
Technical Manager

.....
Sales Manager

.....
IT Manager

Mail Print Form