NASHUA
SAVING YOU TIME SAVING YOU MONEY PUTTING YOU FIRST

# POST INSTALLATION FORM
## (MFP, Duplicator & Printer)

**Date:**

Franchise:

Customer Name:

Tel No:

Physical Address:

Sales Representative:

Date Required:

Model:

Engineer:

IT Contact

Serial No:

Contact Person:

IT Contact No:

## Machine

*Machine:* **Model:** ◯ New

**Serial No** ◯ Refurb

*Colour Meter Setting:* ◯ Developments ◯ Prints

## Accessories and Serial Numbers:

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| ☐ Platen Cover | # | ☐ LCT | # | ☐ Bridge Unit | # |
| ☐ ARDF | # | ☐ Bypass | # | ☐ HDD | # |
| ☐ Shift Tray | # | ☐ Finisher | # | ☐ Punch Unit | # |
| ☐ Mailbox | # | ☐ Cover Interposer | # | ☐ Credenza | # |
| ☐ Copy Tray | # | ☐ Paper Bank | # | ☐ Duplex | # |
| ☐ Fax | # | ☐ Print Option | # | ☐ Scan Option | # |
| ☐ Fax Tray | # | ☐ Additional Fax Unit | # | | |

## Installation

*Setup Type:* ◯ Workshop Setup ◯ Field Setup

*Engineer:* Print Name

Signature

Date

## Surge Protection

*Surge Protector Installed:* ◯ Yes ◯ No

*IF NO SUPPLY REASON::*

*Customer Name and Signature:*

☐ Warranty form submitted

..... Customer Name

..... Customer Signature

Date submitted

## Special Installation Instructions / Information

..... Engineer Signature

## Users connected for Printing and Scanning

Amount of users connected

Cost per extra user to be connected

Cost to customer for extra users connected

## System Software

- ☐ Windows 2000
- ☐ Windows 7
- ☐ Corel Office
- ☐ Windows XP Professional 32 Bit
- ☐ Unix/Linux
- ☐ Lotus
- ☐ Windows XP Professional 64 Bit
- ☐ Microsoft Office 2000 Pro
- ☐ Pastel Accounting
- ☐ Windows Vista 32 Bit
- ☐ Microsoft Office 2003
- ☐ Adobe Photo Shop
- ☐ Windows Vista 64 Bit
- ☐ Microsoft Office 2007
- ☐ Apple Mac

Other Specify:

## Network Environment

- ☐ Windows 2000 Server
- ☐ Windows 2008 Server
- ☐ Novelle Netware
- ☐ Windows 2003 Server
- ☐ Linux
- ☐ IBM

## Other Software

| | | |
|---|---|---|
| NTrack Meter Installed | ◯ YES | ◯ NO |
| Scannervision Elements installed | ◯ YES | ◯ NO |
| Machine driver disks and software received | ◯ YES | ◯ NO |
| JAVA VM Card Installed | ◯ YES | ◯ NO |

## Pro Act

| | | |
|---|---|---|
| *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 |

## Cabling

- ☐ Coax (10B2)
- ☐ UTP (10BT)
- ☐ UTP (100BT)
- ☐ USB
- ☐ Fire Wire
- ☐ Parallel
- ☐ CAT 5
- ☐ CAT 5e
- ☐ CAT 6
- ☐ CAT 6e
- ☐ STRANDED
- ☐ SOLID

## Acceptance Agreement

***In no event shall Nashua ..... be held liable for any consequential or incidental loss of 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.***

***I ..... declare that the above Machine was installed in the above environments and that all installations done by Nashua ..... are working and were done to the specifications of .....(Company) in .....(City) on the .....(day) of .....(month) .....(year)***

| | | |
|---|---|---|
| ..... Customer Signature | **Company Stamp** | ..... Date |

## End User Training

- ☐ Printer Drivers
- ☐ Scanning
- ☐ Smart Device Monitor
- ☐ Desktop Binder
- ☐ LAN - Fax Drivers
- ☐ User Codes

| Name & Surname | Department | Scanning | Printing | LAN-FAX | User Codes | SDM | DTB | Trainee Signature | Trainer Signature |
|---|---|---|---|---|---|---|---|---|---|
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Mail Print Form