NASHUA
SAVING YOU TIME SAVING YOU MONEY PUTTING YOU FIRST

Workshop Setup Form

Date:

Franchise & Customer Information

Franchise:

Company Name:

Engineer:

Machine Model:

Serial Number:

Machine Info

- ◯ Refurb
- ◯ New Machine

Meter In Black:

Meter Out Black:

Meter In Colour (if applicable):

Meter Out Colour (if applicable):

Compare DD to goods delivered and makes sure all peripherals needed for installation are available before machine is signed off for delivery to customer

Lightning Protector Tested ◯ Yes ◯ No Model

Fax Modules

- ☐ Date and Time
- ☐ RTI & TTI
- ☐ Serial Number
- ☐ Service Telephone number
- ☐ Transmission Report
- ☐ Country Code
- ☐ Fax sent
- ☐ Fax received

Printers and Print Modules

- ☐ Install memory
- ☐ Print Configuration page
- ☐ USB test print made
- ☐ Ethernet test print made

MFP

Is the following Programmed:

- ☐ Date and Time
- ☐ Service Telephone number
- ☐ Peripherals tested
- ☐ A3 double count on
- ☐ Serial Number

Accounting method (if applicable)

- ◯ Colour Developments
- ◯ Colour Prints

Duplicators

- ☐ Delivery table attached
- ☐ Paper Input Tray Installed

Quality Control

Checked

- ☐ Attach Serial number sticker
- ☐ SMC printed
- ☐ Toner installed
- ☐ Master installed (duplicators)
- ☐ Lightning Protector form filled in
- ☐ Ink Installed (duplicators)
- ☐ Service Book issued with machine

Tested

- ☐ Copier
- ☐ Fax
- ☐ Printer
- ☐ Test Copies Attached

Signatures

Engineer

Date

Workshop/Service Manager

Date

Mail | Print Form