



Company Information

Proposed Install: _____

Customer Name: _____

Customer Contact

Address: _____

Name: _____

City: _____ Zip: _____

Number: _____

I.T. Contact

Name: _____

Number: _____

Product Information

Device Model: _____ Equipment SN / System#: _____

Options

Printer Kit: _____ Scanning: _____ Fax: _____

Other: _____ Advanced Options: _____

Network Settings

DHCP (with reservation) Static

Network Type Ethernet: Wireless: Other: _____

IP Address: _____ Subnet: _____ Gateway: _____

DNS 1: _____ DNS2: _____ Domain: _____

SMTP Settings

SMTP Server: _____ Authentication Method: Port: _____

Email Address: _____ Password Required:

LDAP Settings

LDAP Server: _____ Base DN: _____

User Name: _____ Password Required: Port: _____

Scan to File Share

Protocol:

Computer Name / IP: _____ User name /Password Known:

Printing

Language Required:

Server Printing: Architecture: OS: Quantity:

Client Direct: Architecture: OS: Quantity:



Arctic Office Products

Customer Responsibilities – Please Review and Sign Below

- Server and/or Workstation software installation is the responsibility of the customer IT contact. Arctic Office Products will assist with the installation and setup of up to 5 devices. If the installation requires more than 5 devices please contact your sales representative for information concerning the utilization of professional services and the associated cost for additional device configuration.
- Any non-standard application software may not allow the product to utilize all of its features. For example: DOS, INIX, and Mainframe application software. Check with your Arctic Office representative for specific compatibility.
- The customer acknowledges to maintain a current backup of their program and data files to restore any lost data. Arctic Office Products cannot be held responsible for any loss of data.
- If the operating environment (as outlines in this document) changes after the date of installation, resulting in compatibility or product difficulties, the customer will be charged for all labor incurred at the current rate.
- It is the responsibility of the customer to install/configure the company standard antivirus software for any solution purchased through Arctic Office Products.
- It is the responsibility of the customer to create, configure and manage any security groups that will have access to the product/solution.
- Due to the variety of methods used to connect products to a computer network, interface cables are not included. It is the responsibility of the customer to provide the necessary cables at the time of installation. Please contact your Arctic Office representative if you require custom cabling. This can be purchased at an additional cost.
- Customer environments require live connections and an IT person available at the location of the device prior to arrival of the Arctic Office Products technician or Systems Engineer performing the installation.

Arctic Office Products Contact Information (If you have questions with this form please contact for assistance)

Sales Rep Phone #: _____ Sales Rep Email: _____

Service Rep Phone #: _____ Service Rep Email: _____

Please check and initial the following requirements are in place

Live Network drop (if needed) at location of device _____

Live Fax drop (if needed) at location of device _____

Live power receptacle (product requirement shown) at location of device _____



Signature: _____ Printed Name: _____ Date: _____