



DIGITAL IMAGE SOLUTIONS

Digital Image Solutions
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DIS NETWORK and INSTALLATION SURVEY FORM

Customer Name:			
Customer Contact:		Telephone No:	
Address:		Installation Address: (if different)	
External or Internal IT		External Company Name	
IT Contact:		Telephone No:	
Email:			

Network

What IP address will be allocated to the device:			
What is the Subnet Mask?			
What (if any) is the default gateway?			
What is the IP address of the DNS server?			
What is the Domain name?			
If more than one device is to be installed, please provide details for each additional device:			
Are DIS staff to install it?	Yes		No

Please provide live network socket that is patched in and a RJ45 cable.

SCANNING

SMTP (Scan to email)

If yes, please fill in details

IP address of email server?	
Which port will be used, if not 25:	
Do you use SSL or TLS?	
Do you use authentication?	
If yes which account and password should we use?	
If address need entering please provide a CSV:	
Machine E-mail address:	

SMTP (Scan to email)

If E-mail Addresses are required please enter below

Name:	Email Address

SMB (Scan to folder)

if yes, please fill in details

IP address of destination folder:	
Folder path:	
If yes which account and password should we use	
Does the account write permissions to the folder	
If more than one, please send us a CSV.	

Access to Building

Indicate Parking Restrictions i.e. parking meter, red route			
Is there a goods entrance		If no, which entrance:	
No. of steps to entrance		Size restrictions on vehicles	

Inside Building

Floor	Grd <input type="checkbox"/>	1 st <input type="checkbox"/>	2 nd <input type="checkbox"/>	3 rd <input type="checkbox"/>	4 th <input type="checkbox"/>	Other <input type="checkbox"/>
Logistics	Lift Y/N					
Narrow stairs / corridors	Y/N			Narrow doors Y/N		
Machine to collect Y/N		Make and model & peripherals				
Is machine to be disposed or sent back to lease company Y/N						