



Application & Network Profile

Please complete and fax to

Dave Flannery **PHONE: 517-393-6210, FAX: 517-393-3305**

E-MAIL: dflannery@hasselbringclark.com

IT Contact Information:

Company Name: _____ **IT Person's Name:** _____

Phone: _____ **E-Mail:** _____

Current Operating System Software

_____ Windows Server Version: _____ Service Pak: _____	_____ Novell Version: _____ NDS Printing: _____ I-Print * _____ TCP or IPX _____
_____ Windows XP Version: _____ Service Pak: _____	_____ UNIX / Linux Version: _____
_____ Windows Vista Version: _____ Service Pak: _____	_____ Mac 9X / OSX Version: _____
_____ Windows 95 / 98 / ME	Browser Version: _____

* **Novell I-Print** is not officially supported by Canon; however I-Print will work on most systems with possible limited functionality.

Current Application Software & Percentage Of Overall Postscript Printing

Please provide information concerning any proprietary software or applications your organization utilizes that may require special configuration and/or 3rd party hardware or software. **Please specify percentage of overall Postscript Printing:** _____.

_____ Adobe Photo Shop - Version: _____	_____ MS Office - Version: _____
_____ Adobe Illustrator - Version: _____	_____ Word Perfect - Version: _____
_____ Adobe Page Maker - Version: _____	_____ Corel Draw - Version: _____
_____ Adobe CS - Version: _____	_____ Auto Cad / Desk - Version: _____

Proprietary Software - Explain: _____

NETWORK CONNECTIVITY, SOFTWARE INSTALLATION & SUPPORT POLICY

Hasselbring-Clark provides assistance for initial network installation of all equipment purchased. Network installation includes Ethernet cable from machine to wall jack only. If you require additional wall jacks to accommodate the machine we recommend that you contact a licensed electrician. Networking protocol configuration and initial machine installation are provided on or about the time of delivery. If installed locally, on initial installation we will assist with installation of drivers and utility software on up to ten (10) computers. Hasselbring-Clark systems staff will work closely with your systems staff during installation so they will have the working knowledge to manage and add additional drivers and utilities in the future. After a machine has been initially installed any changes requested by the customer will be billed at our standard IT hourly rate. Network connectivity issues are not covered under a standard maintenance contract.

Signature: _____ Date: _____

Please Direct Any Questions Or Concerns To Hasselbring-Clark

Lansing Office: 517-393-6210 or 800-643-1822, Fax: 517-393-3305

Grand Rapids Office: 616-954-7889, Fax: 616-301-1978

www.hasselbringclark.com



Pre-Installation Worksheet

Please retain this worksheet and have available for our IT Staff during initial equipment installation.

Prior to Scheduling Installation:

Please have available all information and equipment below as well as an IT staff member on site to assist with any network configuration, firewall, file path or account permission settings.

AC Power (within 10-ft.) - Dedicated Phone Line (if faxing) - Active Network Drop

For All Proposed Equipment Utilizing Scan To Folder Option, Please Provide:

A shared folder with path, permissions and any security settings to log into the network and/or Server, IP Address, Subnet Mask Address, Gateway Address, Primary & Secondary DNS Address, Wins Server Address, Domain Name, User Account Login (With Write Permission) & Password.

IP Address: _____ Subnet Mask: _____ Gateway: _____

Primary DNS: _____ Secondary DNS: _____

WINS Server Address: _____ Domain Name: _____

User Account Login: _____ Have Password Available Upon Installation

For All Proposed Equipment Utilizing Scan To E-Mail Option, Please Provide:

An E-Mail account with any authentication utilized i.e. SMTP authentication required and/or allow SSL. SMTP Server Name, E-Mail Address, LDAP Server Address, User Login & Password & Ports.

SMTP Server Name and/or IP Address: _____

Account E-Mail Address: _____

LDAP Server Address: _____ Pop Port: _____ SMTP Port: _____

E-Mail Account Login: _____ Have Password Available Upon Installation

SMTP Authorization Required: Yes / No Allow SSL: Yes / No

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