IKON OFFICE SOLUTIONS

Technology Site Survey
Please answer all questions. Indicate N/A or None as appropriate
Email the completed form to NNE.Service@ricoh-usa.com

Section 1: Customer / Technical Contact Information

Account / Company Name: __BOSTON COLLEGE__

Telephone: _____ Ext: _____

Address: _____

Suite / Floor / Bldg: _____

City / State / Zip: _____

IT Email Address: _____

IT Contact: _____

Telephone: _____ Ext: _____

Sales Rep: __Joe Koslowsky__

Sales Rep's Phone number: __617-292-7555 x2646__

Sales Rep's Email: __joseph.koslowsky@ricoh-usa.com__
__james.croke@ricoh-usa.com__

Sale Rep's Cell Number: __781-389-2683__

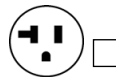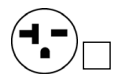Service Manager: __Jim Basiliere__

Section 2: Equipment Proposed

Proposed Model(s): _____   (Use complete model name (e.g. MP 3500, MP C3500, CL3500N)

Print Controller Proposed: _____   (Standard GW, Fiery, UC 6 Gold, etc.)   Print Drivers Proposed: _____   (PCL, PS, RPCS, etc.)

Number of Clients to Setup: _____   Number of Servers to Setup: _____   Will the Customer be installing this device? ☐ Yes ☐ No

Section 3: Functionality Proposed

	None				Number to setup:
Doc Solutions:	☐ None	☐ Embedded @Remote	☐ DocumentMall	☐ PPDM	☐ eCopy Essentials (WG)
Print:	☐ None	☐ Basic Print	☐ Job Binding	☐ User Codes	☐ Secure Print	☐ Finishing	Number to setup: ____
Fax:	☐ None	☐ LAN-FAX	☐ Forwarding	☐ IP-Fax	☐ Internet Fax	☐ Routing	Number to setup: ____
Fax Forwarding:	☐ None	☐ To Email	☐ To Folder	☐ To FTP	☐ To Netware (NCP)		Number to setup: ____
Scan:	☐ None	☐ To Email	☐ To Folder	☐ To FTP	☐ To Netware (NCP)	☐ TWAIN	Number to setup: ____

Section 4: Power Outlets Provided by Customer (Please check all that apply)

Will there be Power Outlets available where the equipment is being installed? ☐ Yes ☐ No

| | 120V 15amp NEMA 5-15R ☐ | | 120V 20amp NEMA 5-20R ☐ | | 220V 20amp NEMA 6-20R ☐ | | 200V 15amp NEMA 6-20R ☐ | | 240V 30amp NEMA 6-30R ☐ |

Section 5: Single Client Setup ☑ N/A

Bluetooth ☐ Yes ☐ No   **Parallel** ☐ Yes ☐ No   **USB** ☐ Yes ☐ No   **Firewire** ☐ Yes ☐ No   **Crossover Cable** ☐ Yes ☐ No

Section 6: Network Operating Systems and Java to be supported ☑ N/A

Will there be Network Port(s) and Cable(s) available where the equipment will be installed? ☐ Yes ☐ No

Server Environment:
- ☐ Novell Netware
- ☐ Windows NT
- ☐ Windows 2000
- ☐ Windows 2003/08
- ☐ 64 Bit Computing
- ☐ Macintosh OS 10.4+
- ☐ Unix / Linux
- ☐ Mainframe/AS400
- ☐ Citrix / Terminal Service
- ☐ Peer to Peer

Network Protocol:
- ☐ TCP/IP
- ☐ IPX/SPX
- ☐ NetBEUI
- ☐ DHCP
- ☐ AppleTalk

Network Type:
- ☐ Ethernet (CAT 5, 5e, 6)
- ☐ Gigabit
- ☐ 10/100 BaseT
- ☐ Wireless

Java Enabled:

Java Card ☐ Yes ☐ No

Java Type _____

Section 7: Fax Network Information

Any VoIP ☐ Yes ☐ No   Any VoIP Gateway / Server? ☐ Yes ☐ No   Is the VoIP system compatible with T.38 (Fax over IP)? ☐ Yes ☐ No

Section 8: Wireless Network Interface ☑ N/A

Wireless Type: ☐ None ☐ 802.11A ☐ 802.11B ☐ 802.11G ☐ 802.11N   Other: _____

Wireless Encryption: ☐ None ☐ WEP ☐ WPA ☐ WPA2   Other: _____

Section 9: Client Operating Systems to be supported ☑ N/A

- ☐ Windows 2000 Pro
- ☐ Windows XP Pro
- ☐ Windows XP Home
- ☐ Windows XP 64
- ☐ Windows Vista 32
- ☐ Windows Vista 64
- ☐ Macintosh OS 9
- ☐ Macintosh OS 10.0 to 10.1
- ☐ Macintosh OS 10.2 to 10.5
- ☐ Macintosh OS 10.6
- ☐ Windows 9x/ME/NT
- ☐ Unix / Linux
- ☐ Windows 7

Other: _____

Section 10: Internet and Email Information (Required for Fax to Email and Scan to Email) ☑ N/A

Conection to Internet:
- ☐ Dial-up
- ☐ DSL/Cable/T1/etc.
- ☐ Local Mail Server
- ☐ FTP Server

Requirements:
- Is Email server SMTP compliant?
- Is SMTP Authentication required?
- Will SMTP Server relay Email from the Ricoh device?
- Does the customer need LDAP search support?

Who is the Internet Service Provider?
- ☐ Yes ☐ No
- ☐ Yes ☐ No
- ☐ Yes ☐ No
- ☐ Yes ☐ No

SMTP Username: _____
SMTP Password: _____

Section 11: IP Addressing Requirements (Optional) ☑ N/A

Model #	IP Address	Host Name	Gateway		SMTP	
			Subnet Mask		DNS1	
			WINS Address		DNS2	
			LDAP Address		POP3	

Signatures:

Customer Declines Network Connection? ☐ Yes ☐ No

Customer Approval: _____   Date: _____

Email completed form to:
NNE.service@ricoh-usa.com

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