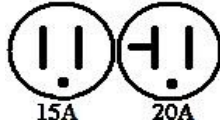


Installation Checklist

Below are the basic requirements for all new installations. These requirements must be met before delivery to insure the equipment can be set up and installed on the first attempt. All manufacturers and Meridian Office Systems Service Contracts require the following. Please contact your salesperson for any questions.

_____ **I have the required power available where the machine should be installed.** Most high volume (Initials) machines (45ppm and above) require a 20amp dedicated line. All other machines require a standard 15A, 110volt power outlet. All machines need to have a clean, constant source of power. If the circuit is overloaded or inconsistent, the machine may have excessive error codes or jams. Service calls related to power issues are not covered under a standard copier contract.



_____ **I have secured an area with ample space and a level floor and to install the machine.** All copiers, big or small, sold by Meridian must be installed on a level surface. If the surface is not level, equipment may not function properly and cause image quality problems and paper jams.. Copiers with optional accessories (i.e. finishers, large capacity cabinets) will require more space than the listed foot print of the copier. Please check with sales to determine space requirements for your particular configuration.

_____ **I have had all special paper tested or approved by Meridian Office Systems, Inc.** “Special paper” is any paper of non-standard size, color, thickness, coating or media type. I understand that all paper used, must be within the manufacturers specifications. Paper that is used out of specification of the manufacturer can cause damage to the machine, void warranty/service contract, and create service calls/repairs not covered by my service contract.

_____ **(Fax Option) I have the required, working analog phone jack(s) within reach of the fax machine/copier.** Six foot phone cables are the standard length cables included with fax machines. If a longer fax line is needed, please provide this for the installation.

_____ **(Print / Scan) I have the required, working RJ45 network port(s) and CABLE(s).** Please have the network tested to insure that the cable and port are working properly..

_____ **(Print / Scan) I am responsible for print drivers and scan configuration after the initial installation.** Software changes are not covered by copier service contracts offered through Meridian Office Systems, Inc. The customer is responsible for any changes that may affect the copier's initial installation including changes to network settings, office environment, personnel or copier relocation. The copier can be tested at customer's request to verify it is working correctly, and any re-installation / re-configuration due to these changes will incur additional service fees.

Company Name: _____

Customer Signature: _____ **Date:** _____

(Office use only) Machine Model: _____ **Equip ID:** _____

Meridian

Office Systems, Inc.

Network Installation Form

IT Contact Name/Number: _____

Network Device Settings-

IP Address* : _____

Subnet Mask* : _____

Default Gateway* : _____

DNS Server (1) : _____

DNS Server (2) : _____

WINS Server : _____

Optional Network Settings-

Host Name: _____

Domain Name: _____

Scan to Email Settings-

Device Email Address : _____

User Name : _____

Password : _____

SMTP Outgoing Mail Server : _____

SMTP Server Port (default: 25) : _____

Is SSL or Authentication Required? (circle one) SSL Authentication No

Scan to SMB/CIFS (Windows shared folder)-

Server File Path ([\\SERVER\Data\Scans\Sales](#)) : _____

Name of Shortcut (ex: "Sales Scans") : _____

User Name : _____

Password : _____

(Password can be provided at time of install)

Scan to SMB/CIFS (Windows shared folder)-

Server File Path ([\\SERVER\Data\Scans\Sales](#)) : _____

Name of Shortcut (ex: "Sales Scans") : _____

User Name : _____

Password : _____

(Password can be provided at time of install)

How many workstations will need printing or scanning installed? _____

Note: Meridian installs the first two (2) workstations, additional @ \$169 an hour

Circle all operating systems that you use:

Mac OSX 9

Linux

Windows 2000/XP

Windows Vista

Mac OSX 10

Unix

Windows Server 2000

2003 2008

Other: _____

Are any workstations using a 64-bit operating system? YES or NO