



MFP PRE-INSTALLATION CHECKLIST

Please return completed form to installations@laservalley.com or fax to 604-888-7095

Position	Name	Email	Phone
Client Contact			
Client IT Contact			

Security:

A password is applied to the machine to prevent unauthorized changes to machine functions.
User name is always "Admin"

Please apply the following password _____

Laser Valley will supply password

Location Checklist:	Yes	No
Sturdy Level Surface for Desktop or adequate floor space for free standing		
Power outlet at location, larger units require 15 Amp dedicated circuit		
Network connection at install location		
Telephone line at location for fax connection (if required)		

Direct USB Connection: Yes No

Network Connection: Yes No

To ensure reliable operation we request that you have a DHCP reservation for the printer or a manual address outside of your DHCP range.

IP Address	
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Sub-net Mask	
Gate Way Address	
Primary DNS	
Secondary DNS	
Device HOST name	

Fax Configuration: Yes No

Fax Number	
Fax Header	

Printer Driver Configuration:

Users print directly to the printer Yes No

Network print server will be used. Yes No

Customer IT resources will setup the drivers on the print server. Yes No

Customer will have server credentials for Laser Valley to configure Print Server Yes No

Color Printer driver options: One option needs to be selected

Set default print driver for black only and add second printer driver for color printing.

Set default print driver for black only, users can select color as needed.

Default driver is set for color.

Scan to Email: Yes No

SMTP Server requires authentication Yes No (Credentials must be supplied at time machine is delivered)

SMTP server address or name of internet provider	
Default Email Address	





Default Subject on outgoing email	
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Scan to Folder: Yes No

UNC folder path and Username and password will be provided on arrival Yes No

Fax Archive: Yes No

You can save on paper by having all incoming faxes forwarded to an email address or to a folder on your network. Send email or Scan to Folder option must be configured to use archive functions. Only one option can be configured.

Archive to email Yes No

Archive email address: _____

Archive to Network folder Yes No

UNC folder path _____

Delivery Environment

Stairs Yes No

Elevator Yes No

Extra Man Power Required Yes No

Old equipment to be removed from site: Yes No

