

# Pre-Placement Questionnaire



Please complete and fax to 813-769-6047 or e-mail to support@zenosolutions.com

**Required document prior to installation.**

**Questions? Feel free to contact one of our IT support specialists @ the number below:**

Tampa 813-253-0318, Bradenton 800-226-6482, Columbus GA 706-561-6736, Daytona 386-734-1348  
 Ft. Lauderdale 954-792-2223, Ft. Myers 239-931-1077, Gainesville 352-376-9092, Lakeland 863-665-3042  
 Orlando 407-299-0300, Pasco 727-695-8054, Port St. Lucie 772-337-2660, St. Petersburg 727-579-1969

## General Customer Information

Date:

Company Name:	**Sales Executive:
Address:	City:
Key Contact:	St: <span style="float: right;">Zip:</span>
	Phone:
Network Administrator:	Phone:

## Network Scan and Fax Requirements: (Check all applicable items)

<input type="checkbox"/> # of Scan Users: _____ <input type="checkbox"/> COLOR Scanning <input type="checkbox"/> Scan to file (one touch scanning, may require a software solutions) <input type="checkbox"/> Scan to e-mail (may require a software solution) <input type="checkbox"/> Scan to PC (TWAIN compliant supplied) <input type="checkbox"/> IEEE 1394 (Fire wire-commonly used for cameras)	<input type="checkbox"/> PC faxing (fax line required for the MFP) <input type="checkbox"/> Fax routing solutions (Inbound) <input type="checkbox"/> Fax routing solutions (outbound) <input type="checkbox"/> Multi line fax _____ (# of lines required) <input type="checkbox"/> Other: _____
---	---

## Operating Systems: # of workstations to Print \_\_\_\_\_

<input type="checkbox"/> Windows 9x/ME <input type="checkbox"/> Windows Vista SP: _____ <input type="checkbox"/> Windows 2000 SP: _____ <input type="checkbox"/> Windows XP SP: _____ <input type="checkbox"/> Windows 2003 SP: _____ <input type="checkbox"/> Citrix Server SP: _____	<input type="checkbox"/> Windows NT 4 SP: _____ <input type="checkbox"/> Server <input type="checkbox"/> Workstation Version _____	<input type="checkbox"/> MAC O/S Version: _____ <input type="checkbox"/> Novell Netware Version: _____ <input type="checkbox"/> Sun/Solaris Version: _____ <input type="checkbox"/> Linux/Unix Version: _____ Other Please Describe _____
---	--	---

**\*\*Note: If requesting LPR printing from NT4, insure "Microsoft TCP/IP Printing" Service has been loaded.**

## How printer is to be installed.

<input type="checkbox"/> Server/Client: (Print thru server)	<input type="checkbox"/> Peer to Peer: (Print directly to machine)
---	--

## Network Connectivity: **Note: Please insure the network drop is available and working prior to installation**

Cabling Scheme	Network Protocols	Static IP Information
<input type="checkbox"/> Ethernet	<input type="checkbox"/> TCP/IP <input type="checkbox"/> DHCP** <input type="checkbox"/> Yes <input type="checkbox"/> No	IP Address: - - -
<input type="checkbox"/> Wireless	<input type="checkbox"/> Apple Talk For printer	Subnet Mask: - - -
<input type="checkbox"/> Other	<input type="checkbox"/> Other _____	Gateway: - - -

**\*\* (Permanent lease required)**

Scan to Folder: Multiple folders and paths can be used which may require different usernames and passwords.

Shared folder path and name \\ Authenticated Username and Password will be necessary for this feature. <b>**Note 2</b>
---

**\*\*Note 2 Recommend using a password that does not expire. This username must have rights to "Write" to the folder(s).**

<a href="#">Scan to E-mail</a>			
SMTP Server name _____, or	DNS 1	-	-
SMTP IP Address - - -	DNS 2	-	-
Is Authentication required to send email? __Yes__ No	WINS	-	-
Authenticated User name, Email address and Password will need to be supplied for this feature if required. <b>**Note 2</b>			

**\*\*Note 2 Recommend using a password that does not expire.**

**Network Patch Cable: (Please note some models offer a wireless option)**

<input type="checkbox"/> Have one	<input type="checkbox"/> Patch cable needs to be supplied	Length: <input type="checkbox"/> 5ft <input type="checkbox"/> 10ft <input type="checkbox"/> 20ft <input type="checkbox"/> 25ft <input type="checkbox"/> Wireless
-----------------------------------	---	--

**Notes: (Additional information/Additional TCP/IP information) and List specialized or custom applications used for printing and version numbers (ex: Excel5, Word Perfect6 MS Off etc.)**


**Equipment Information**

**(Sales Executive to complete)**

Make	Model	Quantity	Power Requirements Per Model
			___ 115VAC/ 15Amp ___ 115 VAC/20 Amp ___ 220 VAC/ 20 Amp
			___ 115VAC/ 15Amp ___ 115 VAC/20 Amp ___ 220 VAC/ 20 Amp
			___ 115VAC/ 15Amp ___ 115 VAC/20 Amp ___ 220 VAC/ 20 Amp
			___ 115VAC/ 15Amp ___ 115 VAC/20 Amp ___ 220 VAC/ 20 Amp
			___ 115VAC/ 15Amp ___ 115 VAC/20 Amp ___ 220 VAC/ 20 Amp
			___ 115VAC/ 15Amp ___ 115 VAC/20 Amp ___ 220 VAC/ 20 Amp

**Signature's required prior to installation**

Key Contact \_\_\_\_\_

Zeno Sales Executive \_\_\_\_\_

Zeno System Engineer \_\_\_\_\_

**IMPORTANT NOTE:** We freely include installation by Zeno Specialist. This service includes up to 5 Computers (server and/or workstations) Additional workstations can be installed for a fee of \$125.00 per hour.