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Digital Needs Analysis

Company Name		Date	
Street Address			
City, State		Zip Code	Type Of Business
MIS Contact	Telephone	Extension	Fax
Workstations Operating Systems & Number of Workstations <input type="checkbox"/> Windows 95/98/ME Qty: ____ <input type="checkbox"/> Windows XP Qty: ____ <input type="checkbox"/> Apple OS Version: ____ Qty: ____ <input type="checkbox"/> Unix / Linux OS Version: ____ Qty: ____ <input type="checkbox"/> Windows NT Qty: ____ <input type="checkbox"/> Windows 2000 Qty: ____			
Printer Languages <input type="checkbox"/> PCL <input type="checkbox"/> PostScript			
Server Operating Systems <input type="checkbox"/> Windows NT 4.0 <input type="checkbox"/> Novell Netware Version: ____ <input type="checkbox"/> Unix / Linux Mfr: ____ Version: ____ <input type="checkbox"/> AS/400 Version: ____ <input type="checkbox"/> Windows 2000 <input type="checkbox"/> NDPS Version: ____ <input type="checkbox"/> Macintosh Version: ____ <input type="checkbox"/> Windows 2003			
Network Environment <input type="checkbox"/> There are enough dedicated electrical outlets near the equipment. <input type="checkbox"/> Ethernet 10/100/1000 <input type="checkbox"/> Wireless Type: ____ <input type="checkbox"/> There are sufficient "live" network connections near the equipment. <input type="checkbox"/> Token Ring 4 / 16 <input type="checkbox"/> There is a Patch Cable available (copier to wall)			
Protocols Used <input type="checkbox"/> TCP/IP Assigned Static IP Address = ____ . ____ . ____ . ____ Subnet Mask = ____ . ____ . ____ . ____ <input type="checkbox"/> IPX/SPX Gateway Address = ____ . ____ . ____ . ____ <input type="checkbox"/> LDAP Server IP Address ____ . ____ . ____ . ____ (if scanning to FTP) FTP Address = ____ . ____ . ____ . ____ Username: _____ Password: _____ (to Email) SMTP Server Address = ____ . ____ . ____ . ____ Username: _____ Password: _____			
List Special Software Applications & Versions Used (Other than standard Microsoft Applications)			
<p>Please complete this section for installing any type of scanning:</p> <p>All manipulation software (Photoshop, Acrobat, OCR) etc. will be provided by the Customer. Certain limitations apply when scan to file option is used without server. See your sales rep for more information.</p>			
Scanning services to be installed (Check all that apply) Does the MIS listed have administrative rights to this network? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Scan to e-mail <i>(If e-mail option is selected please indicate on-site or 3rd party provider)</i> <input type="checkbox"/> In-house e-mail server Email Server App. _____ <input type="checkbox"/> E-mail provided by outside source <i>(Static IP e-mail server required & anonymous e-mail acceptance may be required)</i>	<input type="checkbox"/> Scan to FTP ¹ <input type="checkbox"/> Scan to Folder (SMB) <input type="checkbox"/> Scan to HDD <input type="checkbox"/> Install Fiery Scan <input type="checkbox"/> LAN-Faxing <input type="checkbox"/> Fax Routing	
¹ Customer must have FTP services running on their network			
Customer Signature _____		Title _____ Date _____	
Sales Representative _____		Date _____	