

## Controller Setup Check Sheet

Schedule Date	Time of Call: / / :	Person in Charge of Setup:
User Name	Company:	Division:
User Contact	Phone:	FAX: E-mail:
User Address		
User Industry		
Model Name		

Job	Check	✓	Detail	Ref. Information	
Controller check	Local connection?		IEEE1284, USB	Cable check	
	Network connection?		NIC	NIC, PDL option configuration	
	Are required options available?		Memory, HDD		
User requirements	Functions required by user				
	PDL required by user		PS, PCL, (GDI)		
	Number of IP addresses required				
Client OS check	Client OS check		Client OS:	Supporting OS → p. XX of S/M	
	Web browser check (type, version)		WebBrowser:	Supporting Web browsers → p. XX of S/M	
	Printer driver availability		Printer driver (available, not available)	Supporting PDL → p. XX of S/M	
	Option necessity check		Required option (PS)		
Network check	Network connection?		Made, not made	NIC	
	Are necessary network protocols available?		Necessary protocols (TCP/IP, NetBEUI, NetWare)		
	Network OS check		Network OS:		
	Token Ring and Ethernet check		(TokenRing, Ethernet)		
	TCP/IP setting			IP Address	. . .
				Subnet Mask	. . .
				Gateway Address	. . .
				Object Name	
				Domain (Workgroup Name)	
	IPX setting			SMTP Server Address	. . .
				Frame Type	
				IPX Address	
				Object Name	
				Context	
				Server Volume	
Apple Talk setting			NDS or Bindery		
			Zone Name		
NetBEUI			Printer Name		
			WorkingGroup		
			Device Name		
I-FAX check	Has mail account been registered (Yes, No) →		E-mail Address		
			POP3 Server Address	. . .	
			POP3 user name		
			POP3 password		
			Port number		
Scan to E-mail check	Scan to E-mail setting		SMTP Server Address	. . .	
Scan to FTP check	Scan to FTP setting		FTP server available	available, not available	
			FTP user name		
			FTP password		
			Port number		
			Return mail address		
Account control setting	Check to see if account control is provided or not.			Yes, No	
Miscellaneous checks	Installation precautions check			See Q/G for details of check items.	
	Is patch needed?		Patch file name:		