better business
Solutions
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not just good for business… better ®

Please have your IT person fill out this form as accurately as possible. For additional assistance, contact our IT staff.

-General Information-

Salesperson: _____	Machine: _____
Company: _____	Contact: _____
Address: _____	City, State: _____
Phone No. _____	Install Date: _____
IT Contact: _____	Phone Number: _____

-Desired Features-

Please check all that apply

☐ Network Printing   ☐ Document Filing/Store to HDD

☐ Scan to Email   ☐ Account Codes

☐ Scan to Desktop [SMB] or [FTP]   ☐ PC Fax

☐ Sharpdesk – Sharp equipment only   ☐ Fax Cover Sheets

☐ Scan to Server [SMB] or [FTP]   ☐ Fax to Email (Inbound Routing)

-Network/Computer Information-

Please check all that apply

☐ Windows 2003/2008 [Server]   Printer IP Address: _____

☐ Windows 2000/XP/Vista/7   Subnet Mask: _____

☐ 32-bit system   Default Gateway: _____

☐ 64 bit system   Primary DNS Server: _____

☐ MAC OS Version _____   Secondary DNS Server: _____

☐ Linux   SMTP [Email] Server: _____

☐ Novell   Scanner email address: _____

☐ Other: _____   *SMTP Authentication-*
                                      Username: _____ Password: _____

How many workstations? _____   *LDAP Global Address Book-*
                                      Username: _____ Password: _____

If you are using AD (Active Directory), it is best to create an account for the device to use for authentication with a password that does not reset. If you are using LDAP, please provide the search string as well as the administrator username and password in the field above.

-Connection Requirement-

Is there an analog phone line for the fax unit (If applicable)   ☐ Yes ☐ No

Do you have the proper electrical outlet? (If unsure, ask sales representative)   ☐ Yes ☐ No

Load printer drivers on print server?   ☐ Yes ☐ No

Load printer drivers individually on workstations?   ☐ Yes ☐ No

BBE does not provide cables of any type! Please have Category 5e Patch Cable on site!