

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	
			NDS or Bindery	
	Apple Talk setting		Zone Name	
			Printer Name	
	NetBEUI		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:	