



Pre-Install Plan

Contact Info				Location Info			
Onsite Contact:	Mary Ann Corliss			Company:	Village Optical		
Phone:	970-223-0592			Address:	4103 East Boardwalk Drive		
Email:	mcorliss@villageopt.com			City/State/Zip:	Fort Collins	CO	80525
IT Contact:	Andy Pizer			Location/Room/Dept:			
Phone:	970-663-1200			Floor:		Stairs:	No #
Email:	orders@milpond.com						
Power & Connectivity Requirements at Machine Placement Location It is the customer's responsibility to ensure that all data & phone ports, network drops and connecting cables are ready for Capital Business Systems personnel to properly connect.							
Ports:	Network:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Power Outlets:	110v 15amp NEMA 5-15	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	110v 20amp NEMA 5-20	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
	Phone:	Yes, Fax					
Individual Machine Network Information							
ID#	Model Number	IP Address	Subnet	Gateway			
	Canon C3525i III	192.168.1.125	255.255.255.0	192.168.1.1			
Print Drivers All computers that need to be connected MUST be onsite and have available log in credentials							
Server:	1	Version:	Server 2016	# of Workstations:	15	Operating System(OS):	PCs
Scan to Email Requested Please fill out this section							
Mail Server Name/IP:	server.daydreamit.com / 192.163.202.148					Port #:	465 / 587
Authentication:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Username:	villageoptical@milpond.com		Password:	jRf#g6rv?*	
FROM Email Address:	villageoptical@milpond.com						
DNS #1:	192.168.1.5			DNS #2:	8.8.8.8		
Scan to Folder/File Requested Please fill out this section							
Workgroup/Domain:	VO.LOCAL						
Folders/File -	No. of Folders/Users:	1	Currently Exist:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Currently Shared:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	
Folder/File Location:	Central Server / Individual Workstations				Paths, Usernames & Passwords Required for Each		
Fax Functionality Requested Please fill out this section							
Fax #:	970-377-1082			Fax Header:	Village Optical		
Extra Notes/Comments							
Scanned docs directory is \\server-01\scans user - printer password - Pr1nt\$stuff!							
Mail server requires either SSL or TLS depending on whether you use port 465 or 587							