

XEROX

NETWORK INSTALLATION FORM

DUPLICATING SERVICES

XEROX on Windows XP/Vista and MAC
Installation does not require an additional LPR program

OFFICE HOURS
MON - THUR 8:00AM - 5:30PM
FRI 8:00AM - 4:30PM
SAT/SUN CLOSED

| | | | |
|--|--|--------------------------------|------|
| NAME | | EXT | DATE |
| DEPARTMENT | | ACCOUNT NUMBER | |
| LOCATION OF COMPUTER | | PC | MAC |
| SET UP 6115 | | SET UP COLOR | |
| _____ INSTALLED PRINTER | | _____ INSTALLED PRINTER | |
| _____ TRAINING | | _____ TRAINING | |
| _____ HANDBOOK | | _____ HANDBOOK | |
| NOTES | | | |
| TERMS/AGREEMENT OF SOFTWARE: This software from Xerox has been designed specifically for Duplicating Services use only. Unauthorized usage of the program could result in damaging it. If your Xerox program experiences or displays job submission error messages do no attempt to correct the error messages on your own! Please contact Duplicating Services as soon as possible at ext. 5418. | | | |
| DUPLICATING SERVICES REPRESENTATIVE: _____ | | INSTALLATION START TIME: _____ | |
| | | INSTALLATION END TIME: _____ | |
| | | TRAINING START TIME: _____ | |
| | | TRAINING END TIME: _____ | |
| EMPLOYEE SIGNATURE | | DATE | |
| APPROVED BY | | DATE | |