

COUNTY OF VENTURA - NEW ADDENDUM ADD - SERVICE INSTALL FORM	
Serial Number of equipment we are replacing	
Model Number	
Contact Name & Phone Number	
IT Contact Name & Phone Number	
Delivery and Install ETA?	
Any special requests during install? Please ask the customer to have the old toner ready for us to pick up if it is a refresh of Canon equipment.	
Mac or PC environment?	
IT on site Y or N?	
Note for IR REMOTE AND CDS customer modifications to network or firewall settings i.e. (Whitelist canon website and ports)	
How many workstations in environment?	
Who has admin rights to load drivers?	
For Net New Accounts	
IPADDRESS	
1 -SMTP Server	
2 - User name	
3 - Password	
4 - "From" email address	
Need the following information for Scanning to Windows folders	
1 – UNC Path (for folder) Example \\server\scan	
2 – User name	
3 – Password	