BIGSYSTEMS

getting you to BRILLIANT

Big Systems, LLC
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888.244.4177 | 262.703.9000 | *fax:* 262.703.9009

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Epson Site Preparation

Pre-Installation Fax Back Checklist   Fax: **262.703.9009**

Thank you for ordering your equipment from Big Systems LLC

TO FACILITATE A SMOOTH AND TIME-EFFICIENT INSTALLATION, PLEASE REVIEW THIS CHECKLIST CAREFULLY.
Please take a few minutes to fill out this form and fax it back to our offices @ 262-703-9009
THIS FORM MUST BE RETURNED TO US COMPLETED IN ORDER TO SCHEDULE YOUR INSTALLATION.
Please direct any questions to our technical support staff @ 262-703-9000

For Big Systems internal use only:

Company Name _____   Installation Date _____

Contact Name _____   Phone _____

Printer Model _____   Printer Serial # _____

Laminator Model _____   Laminator Serial # _____

RIP Server _____   RIP Server Serial # _____

Section 1 - RIP Server or Drivers

RIP Server PC w/DVD supplied by ☐ Customer   ☐ Big Systems Certified Design Station

RIP Software ☐ Viper   ☐ Raptor   ☐ Talon

   I will be using the bundled version with ☐ Onyx GamaPrint for S Series or Wasatch SoftRip for F Series

   I will be using the non-postscript drivers ☐ T series or Stylus Pro series only.

   I will be using another RIP software _____

Your RIP OS should be Windows® 7 (32-bit or 64-bit) versions or Windows® 8 (32-bit or 64-bit) versions. One free USB port is also required. Security Center and personal software Firewall should be disabled. Administrator rights are required for installation.

Section 2 - Networking

We have two network connections. One for the PC and one for the Printer ☐ Yes ☐ No

We will supply our own Ethernet Category 5e or 6 cables to the PC and the printer.
   ☐ Yes (If custom made, they must be tested before installation)
   ☐ No, BSI to provide cables at additional charge
      Lengths required _____

We understand the printer needs a static IP address. IP address ____.____.____.____ Subnet ____.____.____.____
   ☐ We are connecting _____ Mac's to print to the RIP.
      Static IP address for the RIP is required. IP address ____.____.____.____ Subnet ____.____.____.____

The RIP software requires Administrator privileges. The installer needs to know the admin logon and password if installing on your PC. Please have this available. User accounts for the RIP workstation also require an Admin logon. Make certain your operator has these privileges. Remember that having an Admin logon for the PC does not mean Admin rights to your network.

Your IT Department should be on call for the installation.

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Section 3 - Power

For SureColor F & T Series
For Stylus Pro Series

☐ 110v, 20 amp standard plug

For SureColor S Series

☐ The printer has **two power connectors** that meet the
following requirements. 100-120 volt, 20amp


Section 4 - Facility / Delivery

☐ Dock Level Entry   ☐ Ground Level Entry   ☐ Liftgate Required (additional charge)

Will an elevator or freight elevator be used to transport equipment to a floor other than street level? ☐ Yes ☐ No

If stairs are to be used to transport the equipment to a different floor, you must provide personnel to assist.

Does your facility have local parking for our Technical Staff? ☐ Yes ☐ No

Parking location _____

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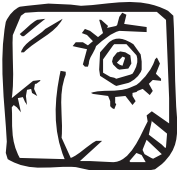
*Upon printer arrival it is **important to inspect the shipment for any damages** that may have occurred during transit.
Immediately report any freight damages to the carrier prior to acceptance of delivery. It is also important to
unpack the system in the event there are any obvious damages or missing items prior to installation. Your system
ships with a quick setup guide. The printer should be assembled and placed on its stand (if applicable) in the production
location. Our technical staff will perform the initial ink charging, prep, configuration settings and calibrations necessary
for the printer to make it's first print at installation. If there are any questions when inspecting or assembly, just call us!
Printers should be moved to the general area for installation. Our techs need room to move around the equipment.*

Section 5 - Printer Connectivity

Please select how your printer(s) are to be connected in your workflow environment:

For Epson (all models)

☐ USB v2.0
☐ 100/1000bT Ethernet

☐ We need a cable.

*Cables and printer accessories are available at additional cost. Industry standards limit USB lengths to 15 feet from printer.
Special note regarding Ethernet connectivity: 801.11a/b/g wireless Ethernet is not recommended!*

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Post Installation Handy Reference Sheet   Fax: 262.703.9009

Equipment Model / Serial Numbers

Company Name _____   Installation Date _____

Contact Name _____   Phone _____

Printer Model _____   Printer Serial # _____

Laminator Model _____   Laminator Serial # _____

RIP Server _____   RIP Server Serial # _____

Network & RIP Settings

Printer static IP address ____.____.____.____ Subnet ____.____.____.____ Gateway (if used) ____.____.____.____
RIP printer name_____ RIP share name_____
RIP default media_____ Ink mode/configuration _____

Printer static IP address ____.____.____.____ Subnet ____.____.____.____ Gateway (if used) ____.____.____.____
RIP printer name_____ RIP share name_____
RIP default media_____ Ink mode/configuration _____

Printer static IP address ____.____.____.____ Subnet ____.____.____.____ Gateway (if used) ____.____.____.____
RIP printer name_____ RIP share name_____
RIP default media_____ Ink mode/configuration _____

RIP software settings:
Brand _____ Product _____
Key # _____ Version _____ Build rev_____
Enabled options _____

RIP server settings:
☐ DHCP
☐ Static IP ____.____.____.____ Subnet ____.____.____.____
☐ Gateway ____.____.____.____ DNS _____
☐ Domain or ☐ Workgroup   Name _____

Dedicated secondary NIC:
☐ Static IP ____.____.____.____ Subnet ____.____.____.____
☐ Gateway ____.____.____.____ DNS _____

Please make sure all required forms are completed onsite:
☐ Customer Satisfaction
☐ Certificate of Installation
☐ Delivery & Acceptance, Check   Primary customer contact _____