

Big Systems Pre-Installation Checklist

CUSTOMER PRIMARY CONTACT:

Company
 Address
 City State Zip
 Contact
 Phone
 Email

IT CONTACT:

Company
 Address
 City State Zip
 IT Contact
 Phone
 Email

Will your IT person have Admin rights? **Yes** **No**
 Will IT person be onsite for install/setup? **Yes** **No**

DELIVERY & LOGISTICS

What type of receiving area do you have?

Loading Dock **Ground Level** **Residential**

- Ground level and residential deliveries typically will **require** liftgate service

Do you have any of the following to move equipment?

Forklift **Pallet Jack** **Hand Truck** **None**

What door access is available to receive the equipment?

Overhead Roll-Up **Double Door** **Single Door**

Is there adequate space to allow for unpackaging the crates/boxes?

Yes **No**

Have all of the components and supplies been received?

Yes **No**

Have the crates/boxes arrived in good condition? (no noticeable damage)

Yes **No**

- It is **critical** that **any damage** be reported to the carrier and **pictures taken**

EQUIPMENT PLACEMENT

Will the printer have to be transported through small doorways, corridors, or hallways?

Yes **No**

Will the printer have to be transported to another floor/level via elevator or stairs?

Yes **No**

Do you have able-bodied adults onsite capable of assisting our technician with lifting as needed?

Yes **No**

- Temperature and humidity in the print production and substrate storage areas will impact equipment operation and the quality of printed output. Please **confirm** that facility has:

Operating Temperature 65 to 78°F (20 to 26°C)

Yes **No**

Humidity: 60% to 80% RH non-condensing (for optimal performance of equipment, media and inks)

Yes **No**

CONNECTIVITY

Do you have dedicated, live network jacks/ports available to connect your equipment?

Yes **No**

Do you have necessary network cables and/or USB cables to connect your equipment?

Yes **No**

Do you have proper power and correct number of receptacles to connect your equipment?

Yes **No**



NEMA 5-15R
120VAC 15 AMP
RECEPTACLE

Typically:
 Graphics Photo Printers
 Technical Printers
 Desktop Printers
 Vinyl Cutters



NEMA 5-20R
120VAC 20 AMP
RECEPTACLE

Typically:
 Solvent Printers
 Textile Printers
 Cold/Heat-Assist Laminators
 Cutting Systems



NEMA 6-20R
220VAC 20 AMP
RECEPTACLE

Typically:
 Latex Printers
 (2X outlets required)

INSTALLATION AND/OR TECHNICAL SERVICES

Will a computer with the recommended minimum specifications be available for use with the printer?

Yes **No**

The computer typically requires Admin access. Will this be setup properly?

Yes **No**

Will IT personnel be available to obtain necessary network access and IP addressing assignments?

Yes **No**

Do you have your design software applications installed?

Yes **No**

Do you have ink and print media available to setup, test and train?

Yes **No**

CUSTOMER ACKNOWLEDGEMENT

Please call (888) 244-4177 or email the sender of this document regarding any questions or concerns with any of the statements within this document. By signing below, I have read this information completely and understand and will comply with all recommendations and guidelines which are my responsibility prior to scheduling installation.

Non-compliant conditions requiring return visits will incur additional charges.

Company Signature
 Print Name Date