RJO NETWORKS

6040 Unity Drive
Suite N
Norcross, GA 30071
t. 404-875-8488 f. 404-260-9153

Project Opportunity Quote
RJOQ10162

Questions?   https://econcierge.rjonetworks.com

Quote Date: Nov 6, 2022	**Valid Through:** Nov 21, 2022	**Payment Terms:** NET 15

Quoted To:

Cassandra Allison
Innovative Mechanical, LLC
1700 Cumberland Point Drive
Suite 17
Marietta, GA 30067

Phone: 770-726-7407
Email: info@innovativemechanicalllc.com

Prepared By:

Richard Ozsvath
CEO & Founder

Phone: 404-875-8488 x201
Email: rich@rjonetworks.com

Quote Request

New client onboarding project. Quoted items based on reccomendations listed within the Discovery and Design Report dated 11/05/22.

Personal Note from Richard Ozsvath

Hello Cassandra - Pricing for deployment of the systems as described in the Discovery and Design Report. Since this is such a sensitive issue, witht he potential of continued hacker access, I recommend that we get started on this right away. Once we have your approval we'll being the process to lock down and migrate the email. Let's talk Monday morning so that I can answer any of yours or Chad's questions.. - Rich

	List Price	**Qty**	**Ext. Price**

PC Systems

		List Price	**Qty**	**Ext. Price**
	8 GB Memory Module • Most computers in the front office already meet minimum hardware requirements with the exception of 2 or 3 computers which have only 8GB RAM and should be upgraded. • Other suggested hardware upgrades will be determined during a more in-depth analysis of each PC during the initial maintenance session.	$47.99	3	$143.97
	WD Blue SN570 250 GB Solid State Drive - 2.5" Internal - SATA	$57.50	3	$172.50
RJO SERVICES	**PC Inspection and Maintenance Service** • See appendix for the PC Inspection and Maintenance standard Scope of Work. • Price is per PC. Initial count during onsite discovery is 3 personal computers in the front office. • Price includes ONSITE service	$65.00	3	$195.00

	List Price	Qty	Ext. Price

Printer Systems

		List Price	Qty	Ext. Price
	Xerox Laser Multifunction Printer-Color-Copier/Fax/Scanner-24 ppm Mono/24 ppm Color Print-600x600 dpi Print-Automatic Duplex Print-30000 Pages-251 sheets Input-3600 dpi Optical Scan-Wireless LAN-Mopria-Wi-Fi Direct-Chromebook - Copier/Fax/Printer/Scanner - 24 ppm Mono/24 ppm Color Print - 600 x 600 dpi Print - Automatic Duplex Print - Up to 30000 Pages Monthly - 251 sheets Input - Color Scanner - 3600 dpi Optical Scan - Fast Ethernet Ethernet - Wireless LAN - Mopria Print Service,	$579.99	1	$579.99
RJO SERVICES	Printer Deployment Service • See appendix for the Printer Deployment standard Scope of Work. • Properly configure new Xerox to network and share to all computers. Configure scan to PC for each user. • Price includes ONSITE service • Estimated ONSITE labor 1 hour			$150.00

Email Migration and Protection

		Ext. Price
RJO SERVICES	Microsoft 365 Deployment Service • See appendix for the Microsoft 365 Deployment standard Scope of Work. • Move GoDaddy domain and DNS name servers to the RJO Hosting platform. • This will be a GoDaddy Microsoft 365 Email Plus migration to Microsoft Exchange Online. • Preferred option is to create a new tenant and apply the appropriate licenses needed for the new mailboxes, Microsoft Office desktop as needed, and Microsoft Teams for collaboration. • Email Protection services to be provided by RJO eMail Protection, powered by Proofpoint Essentials. • Migration to be performed immediately on approval, after normal business hours, to ensure minimal disruption to normal operations. Email communications to all users will take place in advance and on completion so that end-users will know how to access the new system as it comes back online next day. Live Tech Support via the RJO eConcierge app will be available to all users starting on Monday morning to assist with MFA configuration assistance and email access issues. • Price includes BENCH and REMOTEservice • Estimated BENCH labor 2 hours • Estimated REMOTE labor 2 hours	$700.00

Network Infrastructure

		List Price	Qty	Ext. Price
	Edgewater Networks' EdgeMarc 2900e Intelligent Edge is ideally suited for Hosted PBX or SIP Trunking applications that do not require analog lines. The solution supports bi-directional data rates up to 1Gbps and up to 300 concurrent calls. • This is an Enterprise level router capable of SIP traffic prioritization, recommended for VoIP phone systems. • Since this is a core networking device, RJO staff are fully trained on this equipment and we configure to make it available for remote maintenance and support, necessary when there are Internet problems.	$485.00	1	$485.00

	List Price	Qty	Ext. Price
Cambium E410 Indoor WiFi Access Point (Preowned) • 802.11ac Wave 2 Dual Band Wi-Fi • MU-MIMO 2x2 Beamforming Indoor Access Point Without PoE Injector	$0.00	1	$288.90
Cambium Networks E410 PoE Gigabit DC Injector • Compatible with Cambium cnPilot e410 indoor access point • 15W Output at 56V Energy Level 6 0C to 50C • Includes AC Line Cord, Us Type B, 720mm, C13 Connector	$0.00	1	$49.95
Structured Cabling Inspection Service • Perform testing and labeling of the networking cabling infrastructure. • This is important in order to find weak points that might have an impact on network performance. • Any recommendations for additional work to improve performance will be made on completion of this task. • Price includes ONSITE service • Estimated ONSITE labor 1 hour			$125.00
Networking Systems Upgrade Service • Work with Comcast to implement the proper service and plan, with the goal to reduce the overall per month cost. 100MB download speeds is recommended, along with a static IP address. Disable the gateway WiFi. • Install the Edgemarc 2900e router/firewall to the network, behind the Comcast gateway. • Install the Cambium E410 WiFi access point to the network, behind the Edgemarc 2900. • Make modifications to the layout of the equipment in the area behind Cassandra's desk, including removal of unnecessary or decommissioned hardware, and organization of the cabling. • Price includes ONSITE service • Estimated ONSITE labor 4 hours			$525.00

Totals

Subtotal	$3,415.31
Shipping	$0.00
Tax	$103.22
Grand Total	**$3,518.53**

Xerox® B230 Printer and Xerox® B225/B235 Multifunction Printer

Reliable, efficient printers that are perfect for your small business or home office.

XEROX® B230, B225/B235

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Meet the Xerox® B230 Printer and Xerox® B225/B235 Multifunction Printer

At Xerox, we understand that small businesses and remote workers have big needs. With work environments changing radically, people need versatile devices that prioritize ease of use and enhanced productivity.

Simplify the way you work with the Xerox® B230 Printer and B225/B235 Multifunction Printer.

Ideal for remote workspaces, home offices, and small- to medium-sized businesses, these printers are incredibly easy to set up. They are compact enough to suit small teams and tight spaces while offering you a hassle-free printing experience that's reliable and secure.

A SPEEDY SETUP. WITHOUT THE HASSLE.

The Xerox® Smart Start Software helps you hit the ground running with an automated installation that requires zero IT assistance. An easy Wi-Fi setup also lets you get back to work with ease.

YOUR SILENT STAR PERFORMER

A distraction-free workspace is within your reach. With quiet printers that do more, get high quality prints at speeds that match your pace. Scan, print, and copy with minimal interruptions.

QUICK PRINTING AT YOUR FINGERTIPS

Discover true mobility with secure, wireless printing. With built-in Wi-Fi connectivity and features like Apple AirPrint™, Mopria® Print Service and Mopria® Scan, and Wi-Fi Direct®, you can print with ease from mobile devices, laptops, tablets, Chromebooks, or desktops.

PRODUCTIVITY IN A SINGLE CLICK

Time is on your side with Xerox® Print Drivers and the Xerox® Print and Scan Experience App. Get quick access to printer functionality and presets from your laptop or desktop – all with a single click.

Make scanning a breeze with features like auto-straightening, auto-cropping images, and receipt scanning.

REFRESHINGLY SIMPLE. REASSURINGLY SECURE.

Keep your businesses safe from increasingly sophisticated cyber threats. Advanced security features help safeguard access while protecting your sensitive data and documents.

LOW RUNNING COSTS WITH MINIMAL ENVIRONMENTAL IMPACT

Keep the focus on getting your work done with a dependable, low maintenance, and cost-effective printer. High-yield cartridges ensure lower running costs, while our Green World Alliance recycling program helps you reduce your impact on the environment.[3]

Xerox® B230 Printer and Xerox® B225/B235 Multifunction Printer.

MAKE THE MOVE TO MULTIFUNCTION

Discover everything that your business needs with the Xerox® B225/B235 Multifunction Printer. Save space and money with our all-in-one devices that let you copy, scan, and print with ease.

### DO MORE WITH XEROX® WORKFLOW CENTRAL PLATFORM

Small and mighty, there's little the Xerox® B225/B235 MFPs can't do. Print, copy, scan and fax — of course.

But how about being able to:

- Convert your documents into other languages
- Change handwritten notes into shareable, editable documents
- Create audio files of your reports to listen to in the car
- Automatically redact content for confidentiality
- Convert scans into Microsoft Office formats
- Summarize long documents for quicker reading

Plus, access advanced capabilities such as combination workflows and seamless file routing to cloud repositories.

Ready to find out what your new assistant can do? Learn more and see how to try it for yourself at xerox.com/WorkflowCentral.
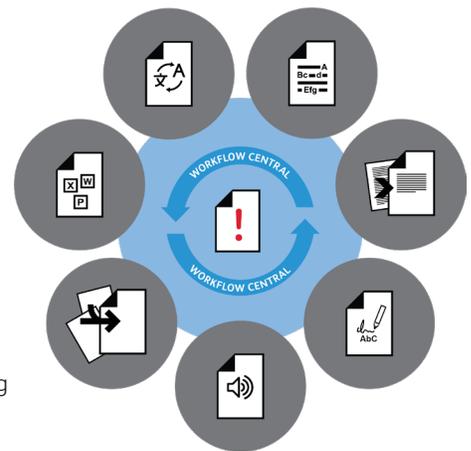
KEY HIGHLIGHTS

Xerox® B230 Printer

- 36 ppm B&W duplex printer
- 2400 dpi quality
- Small footprint
- Standard Wi-Fi: Apple AirPrint™, Mopria® Print Service and Mopria® Scan, and Wi-Fi Direct®
- Paper capacity: 250 sheet plus 1 single page insert

Xerox® B225 Multifunction Printer

As B230 printer plus:

- Copy, scan capabilities
- ADF and flatbed scanner – up to 23 ipm
- Scan to email and desktop (via network and USB)
- 50-sheet Automatic Document Feeder
- Simple user experience
- Connectivity to advanced workflow apps via Xerox® Workflow Central Platform (Optional)

Xerox® B235 Multifunction Printer

As B225 Multifunction Printer plus:

- 2.8 inch color touchscreen
- Fax capabilities
- Print from USB
- Scan to USB

Xerox® B230 Printer and B225/B235 Multifunction Printer

DEVICE SPECIFICATIONS	XEROX® B230	XEROX® B225	XEROX® B235
Speed[1]	Up to 36 B&W ppm Letter/34 B&W ppm A4		
Duty Cycle[2]	Up to 30,000 pages/month		
Processor	1 GHz Dual Core		
Memory	256 MB	512 MB	512 MB
Connectivity	Ethernet 10/100 Base TX, Hi-Speed USB 2.0 (Type B), Wireless 802.11b/g/n		HI-speed USB 2.0 (type A), Ethernet 10/100 Base TX, Hi-Speed USB (Type B), Wireless 802.11 b/g/n
Copy and Print Resolution	**Print:** 600 x 600 dpi, 2400 Image Quality	**Copy:** Up to 600 x 600 dpi **Print:** 600 x 600 dpi, 2400 Image Quality	**Copy:** Up to 600 x 600 dpi **Print:** 600 x 600 dpi, 2400 Image Quality
Weights and Dimensions (H x W x D)	8.5 x 14.0 x 13.1 in/15 lb 215 x 355 x 333 mm/6.8 kg	13.9 x 16.4 x 14.2 in/22 lb 352 x 415 x 360 mm/10.0 kg	13.9 x 16.4 x 14.2 in/22 lb 352 x 415 x 360 mm/10.0 kg
First-Copy-Out Time	N/A	As fast as 6.8 seconds	As fast as 9.3 seconds
First-Print-Out Time	As fast as 6.8 seconds	As fast as 6.4 seconds	As fast as 6.2 seconds
Page Description Languages	PCL® 5/6, PostScript® 3		
Print Features	One Touch UI, Normal, Secure, Saved, and Sample Set Job Types, Duplex, Orientation, Collation, Print Job ID in Margins, Draft Mode, N-up, Booklet Layout, Watermark, Tray and Toner Status, Rotate Image 180 degrees, Saved Settings, Earth Smart Settings		
Mobile Printing	Apple AirPrint™, Mopria® Print Service, Chromebook, Wi-Fi Direct®		
Scan		B&W and color scanning up to 1200 x 1200 dpi B&W, 600 x 600 dpi color Flatbed scanner with ADF **Scan speed:** A4/Ltr Mono: 23/25 sides per minute, Color: 7/8 sides per minute **ADF Paper Input Capacity Up to:** 50 pages 75 gsm bond. **Document size:** Letter/Legal A6 - A4 (105 x 148 mm) to (216 x 356 mm) Scan to email, FTP, network or USB connected computer, Windows network folder **Scan File Formats:** PDF (regular, secure, archival PDF/A), TIFF, JPEG **Scan Compressions:** PDF 1/8/24 bit ZLIB (Flate), TIFF 1/8/24 bit Packbits, LZW, JPEG, JPG 8/24 bit	
Fax	N/A	N/A	Max is 33,600 bps, V.34 Half-Duplex Kbps MH/MR/MMR/JBIG Compression, Auto Answer, Auto Redial, Auto Reduction, Broadcast Send, Junk Fax Filter, Fax Address Book, Fax Forward to Fax, Fax Forward to PC
Security	Digitally Signed Firmware Updates, Certificate Management, Secure Password Reset, TCP Connection Filtering, Port Filtering, Access Controls, Confidential Print, Non-Volatile Memory Wipe, Fax/Network Separation, Protected USB Ports, Auto-insertion of Sender's Email Address, Login Restrictions		
Print Drivers	Windows® 8, 8.1 Update 1, 10, 11. Windows Server® 2008 SP2 (32- and 64-bit), Windows Server 2008 R2 SP1, Windows Server 2012, Windows Server 2012 R2, Windows Server 2019, macOS 10.14, 10.15, 11, 12. For more information about supported Operating Systems, please visit our Drivers & Downloads page and specify your device at www.support.xerox.com		
Optional Cloud Services		Do more with Xerox Workflow Central	
MEDIA HANDLING			
Main Tray	Up to 250 sheets, 20 lb bond/75 gsm; A4/Letter, A5, A6, JIS B5, Oficio, Statement, Executive, Folio, Legal, and custom sizes: 3 x 5 in to 8.5 x 14 in/98 x 148 mm to 216 x 356 mm		
Manual Feed Slot	1 sheet of 20 lb bond 75 gsm; A4/Letter, A5, A6, JIS B5, Oficio, Statement, Executive, Folio, Legal, Hagaki, DL, C5, B5, 7 3/4 in, 9 in, 10 in envelopes, and custom sizes: 3 x 5 in to 8.5 x 14 in/98 x 148 mm to 216 x 356 mm		
Paper Output	150 sheets of 20 lb bond/75 gsm paper, face down, automatic two-sided printing available		
Media Types	Plain Paper, Light Paper, Heavy Paper, Card Stock, Labels (Paper Labels), Envelope, Colored Paper, Letterhead, Preprinted, Bond, Glossy, Rough/Cotton, Recycled		
Automatic Document Feeder		Up to 50 sheets 20 lb bond/75 gsm; sizes from A6 SEF (105 x 148 mm) to Legal (216 x 356 mm)	
Media Weights		**ADF:** 16 to 28 lb/60 to 105 gsm	
Main Tray	16 to 28 lb/60 to 105 gsm		
Manual Feed Slot	16 to 54 lb/60 to 200 gsm		
Device Management	Xerox® Embedded Web Server, Xerox® CentreWare® Web, Email alerts, Apple Bonjour®		

[1] Declared print speed in accordance with ISO/IEC 24734.

[2] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

[3] Not all countries support Green World Alliance. Please check local legislation.

WHAT COMES IN THE BOX

- Xerox® B230/B225/B235 product
- Pre-installed Starter Cartridge 700 pages[4]
- Software and Documentation CD (with User Manual, Quick Install Guide, Safety, Regulatory, Recycling and Print Drivers, and Warranty Statement)
- Installation Guide Product Safety Sheet
- Quick Use Guide
- Power Cord

Certifications
To view the latest list of certifications, go to **xerox.com/officecertifications**

Supplies

Standard-Capacity Toner Cartridge: 1,200 sheets[4]	006R04399
High-Capacity Toner Cartridge: 3,000 sheets[4]	006R04400
Extra High-Capacity Toner Cartridge: 6,000 sheets[4]	006R04401
Imaging Kit: 12,000 pages[5]	013R00691

[4] Average standard pages. Declared yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage, and print mode.

[5] Approximate pages. Declared yield will vary depending on job run length, media size/orientation print mode. For more information, visit: www.office.xerox.com/Latest/SUPGL-01.PDF.

Learn more at www.xerox.com.

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Service Overview

1. Discovery
   a. Confirm that all hardware and software meets basic desktop and mobile requirements of Office 365 as defined by Microsoft.
   b. Prepare a list of all user email addresses currently active in the existing system. Include in the list each user's full name and email password. The list should also include all email distribution group addresses, such as info@xx.com, and assigned users for each group.
   c. Request that the client's Primary Contact complete the RJO Networks Office 365 Account Setup Survey. This information is required by RJO technicians during the Account Setup and Initial Configuration phase.
   d. Gather the current email provider's account access information. For a hosted provider, this must include the admin console URL, username and password. For an inside mail server, this must include the server remote access URL (consider installing RJO Connect) and the administrator password.
   e. Gather the current DNS hosting provider's account access information. This must include the admin console URL, username and password.
   f. If not already on file, request credit card information from the client that will be used to pay for the Microsoft subscription. Determine whether the charges are to be paid monthly or yearly.

2. Account Setup and Initial Configuration
   a. Create a new primary administrative account with Office 365 using the format admin@xx.onmicrosoft.com, where xx is the organization's short name or code.
   b. From within the Office 365 admin console, use the client's credit card on file to purchase the appropriate number of licenses as agreed upon in the approved proposal.
   c. From within the Office 365 admin console, add new users as listed in the email list compiled in the Discovery phase. Assign the appropriate license to each user so as to activate their account.
   d. Log on to each user's account and update their password to the password as listed in the email list compiled in the Discovery phase. If a password does not meet the complexity requirements of Office 365 then assign a new password and update the list.
   e. Configure the initial global and individual user settings with the appropriate system policies as defined in the Office 365 Account Setup Survey, completed by the client in the Discovery phase.

3. Convert Domain to Office 365
   a. Since this phase is the start of the actual migration and there will be a disruption in email service and access, it is recommended to start this process at the end of a workday or over a weekend. It is important that users understand that there will be NO access to their emails until the migration is complete.
   b. Add the organization's domain name to the Office 365 admin console. Verify ownership of the domain by creating the appropriate test DNS record with the hosting provider or domain registrar.
   c. Upon verification by Microsoft of domain ownership, perform the final update of the DNS records to point to the appropriate services in Office 365.
   d. In the Office 365 admin console, choose the appropriate default domain and assign all email addresses with the newly added domain.
   e. In the Office 365 admin console, create mail-enabled email distribution groups and Active Directory security groups. Assign users to each group as defined in the email list created in the Discovery phase.
   f. At this time, it is necessary to wait for DNS record propagation to complete over the Internet. This can take anywhere from 15 minutes to several hours. DNS propagation is complete when emails no longer flow to the old email system, but instead to the Office 365 system. Even after it seems that emails are flowing properly to the Office 365 servers, it can take up to 24 hours for DNS propagation to fully complete.

4. Email Box Migration

a. Start this phase after DNS propagation is complete.
b. Log onto each user's email client and confirm that all emails are synchronized or downloaded from the existing email servers. Since all new emails are now flowing to the user's Office 365 account, once this synchronization is complete no new emails will come to this email box.
c. Export each user's existing email box data to a format that is readable by Outlook 2010 or 2013, preferably the PST format. Using this method allows for all emails, folders, calendar events, contacts, and tasks to be simultaneously imported to Office 365. Save the export files to an Email Migration folder located on removable media and name the files according to their user.
d. For those users which have been using Outlook as their email client, copy the Auto-Complete file stored on their primary PC to the Email Migration folder and prefix each file with the name of the user.
e. Attach the Email Migration folder to the host computer at the RJO Networks office which is running the Microsoft Exchange PST Capture tool. This tool is used to discover and import all user PST files to their associated Office 365 accounts. Depending on the total amount of mailboxes to import and their associated file size, this process may take an extended period of time and consume a lot of bandwidth.
f. On completion of the PST Capture tool import, inform the client's Primary Contact that users may now access their Office 365 accounts via the web portal or mobile devices. For those users which use Outlook 2007, 2010 or 2013 as their primary mail client, further configuration is necessary as described in the following steps. (Note that Office 365 works with slightly limited functionality with Office 2007.)
g. Add a new profile to each user's Outlook Mail Setup on their PC called "Office365". Make the new profile the default profile and set to "Always use this profile". Configure the profile with the users name, email address and password. Auto-discover should then automatically configure the profile and begin the synchronization process.
h. Import each user's Auto-Complete file to their new Outlook configuration.
i. Perform the standard configuration for each new Outlook client and then test sending and receiving an email for each user.
j. Depending on the total number of Outlook clients, total size of data to synchronize and the bandwidth available, it may take an extended period of time to completely synchronize all clients. End-users will know that their Outlook is fully synchronized when the status bar of their Outlook reads, "All Folders Are Up To Date". End-users may access and use their Outlook client while it is synchronizing; however, the application may run sluggish and not all data will be available for viewing.

5. Project Wrap-Up
    a. Email all end-users the RJO Networks Office 365 Getting Started guide.
    b. Assist users, as necessary, with ActiveSync configuration on mobile devices.
    c. Perform a one-on-one administrator training session with the client's Primary Contact.
    d. Provide unlimited technical support services during the post deployment fine-tuning phase, typically 14 days.
    e. At the appropriate time, remind the client's Primary Contact to decommission the old email provider's email boxes and provide assistance if requested

Service Overview

1. Generate List of Known PC Issues
    a. Ascertain from the PCs primary user known issues with the computer that are impacting performance and/or capability.
    b. Determine a list of wants and needs from the primary PC user and RJO engineer suggestions.

2. Confirm Proper Backup of PC Data
    a. Review the data stored on the PC and confirm that a full backup has been performed and data is secure in multiple locations.
    b. If there is no proper data backup, then a disclaimer must be signed before work commences and the first order of business will be to create a full backup of the PC data.

3. Preliminary O/S and Hardware Inspection
    a. Review PC operating system logs and hardware control panels to determine the current health of the computer. If the PC is in a sub-standard and tenuous operating condition, it may be necessary to defer maintenance work until deficiencies are resolved.

4. Maintenance Procedure
    a. Commence with the RJO Networks maintenance checklist procedure. The following will be performed:
        i. Physical inspection and cleaning,
        ii. Utility power protection inspection,
        iii. Malware protection inspection,
        iv. Local fixed disk inspection,
        v. Data backup system inspection,
        vi. Operating system, application and hardware update inspection,
        vii. PC hardware performance inspection.
    b. Fixes and solutions that can be performed without further cost or approval will be applied on the fly.

5. Prepare Maintenance Follow-Up Report
    a. Upon completion of the maintenance procedure a PC Maintenance Follow-Up Report will be generated by the performing technician. The report summarizes tasks completed, server statistics, and issues identified.
    b. If necessary, a proposal will be submitted along with the Follow-Up Report indicating costs of bringing the PC to accepted levels of operation and to address requested wants and needs.

Client Responsibilities

1. Prepare a list of known PC issues or problems.
2. Prepare a list of wants and needs.
3. Confirm that the PC data is properly backed up or be prepared to sign a disclaimer.

Service Overview

1. Prep the new printer or scanner equipment
    a. On delivery, confirm that the equipment is undamaged and not DOA.
    b. Label the printer or scanner equipment with RJO HIN tags and update as warranty items to the RJO Configuration Database (C-DB).

2. If necessary, remove existing equipment
    a. Perform this step if the new equipment is replacing and old or defective printer or scanner.
    b. Remove all associated software and drivers from any PC that previously accessed this device.
    c. Turn off the power from the old equipment.
    d. Disconnect all USB, Ethernet and power cords from the printer or scanner.
    e. Remove the equipment and clean the area of dust and debris.
    f. Update the RJO AMS that the device has been moved out of production.

3. Install the new printer or scanner
    a. Unbox the new printer or scanner and in preparation for deployment install any memory upgrades, toner cartridges or other required components.
    b. Install the equipment to the appropriate physical location and connect to a new or existing surge protection device. It is not recommended to connect a laser printer or scanner to a UPS with battery backup.
    c. If the equipment is to be a shared network device, connect to a free Ethernet outlet via an Ethernet cable. Otherwise, connect the device directly to the appropriate PC with a standard USB cable.
    d. Organize the power and data cables and cable tie as necessary.
    e. Either from the CD included with the device or via download, install the appropriate software and drivers for the new printer or scanner.
    f. Complete the configuration of the printer or scanner based on feedback from the end-user; such as, network IP address, default print settings, tray settings, default scan settings, etc.
    g. Upon successful completion, test the printer or scanner to confirm it is working as expected.
    h. If the device is a networked printer or scanner, repeat the software and/or driver installation on all other requested computers.

4. Properly dispose of old equipment
    a. Remove any company stickers or markings.
    b. Deliver unit to an appropriate electronics recycling firm for proper disposal.

Client Responsibilities

1. None