

☐ **New Purchase**

Print pages:1,2,3,19,20,21

Software only:1,2,21

Hardware only:1,2,18,19,20,21

VIE Standalone: 1,17,19, 20,21

☐ **Trade-In**Print pages:  
1,4,5,6,19,20,21

Ticket #: \_\_\_\_\_

TI #: \_\_\_\_\_

☐ **Dell/Software Upgrade**Dell, print pages:  
1,7,8,9,19,20,21

Ticket #: \_\_\_\_\_

☐ **R/E**Print pages:  
1,10,11,12,13,19,20,21

Ticket#: \_\_\_\_\_

RMA #: \_\_\_\_\_

☐ **Demo**Print pages:  
1,14,15,16,19,20,21

| Order Information  |  |             |  |
|--------------------|--|-------------|--|
| PO#:               |  | Date of PO: |  |
| DCS Sales Order #: |  | Quote #:    |  |

|                      |  |                                  |                          |
|----------------------|--|----------------------------------|--------------------------|
| Date P.O. Confirmed: |  | P.O. Confirmed By:               |                          |
| Requested Ship Date: |  | If no P.O. required, check here: | <input type="checkbox"/> |

| Facility / Shipping Information |   |   |  |                                      |  |             |      |
|---------------------------------|---|---|--|--------------------------------------|--|-------------|------|
| Shipping Method                 | <input type="checkbox"/> Priority Overnight | <input type="checkbox"/> Standard Overnight | <input type="checkbox"/> 2 <sup>nd</sup> Day | <input type="checkbox"/> 3 Day Saver | <input type="checkbox"/> 3 <sup>rd</sup> Party |             |      |
| DatCard Systems ID #            |   |   |  |                                      |  |             |      |
| Customer Name:                  |   |   |  |                                      |  |             |      |
| SHIP TO                         |   |   |  | PHYSICAL ADDRESS                     |  |             |      |
| Address 1:                      |   |   |  | Address 1:                           |  |             |      |
| Address 2:                      |   |   |  | Address 2:                           |  |             |      |
| City:                           |   |   |  | City:                                |  |             |      |
| State:                          |   |   | Zip:   |                                      |  | State:      | Zip: |
| Shipping Contact:               |   |   | Tel:   |                                      |  | PACS Admin: | Tel: |
| Email:                          |   |   |  | Email:                               |  |             |      |

|                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Shipping Contact & PACS Admin is the same person.  | <input type="checkbox"/> | No shipping.                                  |
| <input type="checkbox"/> | Physical address not available prior to shipping.  | <input type="checkbox"/> | No shipping - DCS tech will drop off at site. |
| <input type="checkbox"/> | Equipment to be returned:<br><input type="checkbox"/> PC <input type="checkbox"/> Robotic <input type="checkbox"/> Printer <input type="checkbox"/> None |                          |   |

# Build Worksheet

## New Purchase Hardware/Software Details

| Hardware Details   |  | Serial # |
|--|--|----------|
| Robot  | <input type="checkbox"/> 8200 <input type="checkbox"/> 7200 <input type="checkbox"/> 6200 <input type="checkbox"/> 5410 <input type="checkbox"/> 3410 <input type="checkbox"/> 3400<br><input type="checkbox"/> PP-100II <input type="checkbox"/> PP-50II <input type="checkbox"/> Other _____<br><input type="checkbox"/> N/A <input type="checkbox"/> EMBEDDED |          |
| Printer  | <input type="checkbox"/> Everest 600 <input type="checkbox"/> Everest 400 <input type="checkbox"/> Prism III <input type="checkbox"/> Inkjet<br><input type="checkbox"/> Other _____ <input type="checkbox"/> N/A  |          |
| PC   | <input type="checkbox"/> 9020 <input type="checkbox"/> 3010 <input type="checkbox"/> 790 <input type="checkbox"/> N/A (Embedded) <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A   |          |
| <input type="checkbox"/> No Hardware. This is Software Only.   |  |          |
| <input type="checkbox"/> No Software Required. This is Hardware Only; therefore the following Software Details, Installation Requirements, and Build Information are not required. |  |          |
| Please sign and date below and continue to Page 18.  |  |          |
| Sign and date: _____ (Please print name, too)  |  |          |

| Software Details                       |  | Version # |
|--|--|-----------|
| Software                               | <input type="checkbox"/> PacsCube <input type="checkbox"/> ESS <input type="checkbox"/> Agilisys Storage Client  |           |
| Viewer                                 | <input type="checkbox"/> DCS <input type="checkbox"/> eFilm Lite <input type="checkbox"/> Osirix <input type="checkbox"/> No Viewer <input type="checkbox"/> Other _____ |           |
| Operating System                       | <input type="checkbox"/> XP <input type="checkbox"/> Windows 7 <input type="checkbox"/> 32 bit<br><input type="checkbox"/> 64 bit  |           |
| eFilm Workstation<br>eFilm Lite Viewer | <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please ensure site has added line item on P.O. and fill out FORM135 eFilm Build Worksheet.)            |           |

## New Purchase Build/Installation Requirements

Pre-configuration sheet received (FORM043)?

- ☐ Yes  
☐ No, ship with default configuration  
☐ No, please use information from Device ID#: \_\_\_\_\_

Labels & Splash information received? ☐ N/A

- ☐ Yes  
☐ No, ship with default configuration  
☐ No, please use information from Device ID#: \_\_\_\_\_

Remote Access

- ☐ VPN Tunnel   ☐ Web-based   ☐ VPN Client \_\_\_\_\_  
☐ GoToMyPC   ☐ DatCard Connect   ☐ Other \_\_\_\_\_

## New Purchase Build Information

☐ This is software only, therefore the following build information is not required. Please sign and date below:

Sign and date: \_\_\_\_\_ (Please print name, too)

|   |
|---|
| Date Commenced Build (mm/dd/yy):            |
| Build Technician (print first & last name): |

| Task                                     | Completed By:<br>(please sign your initials) | Comment |
|--|--|---------|
| Unpack Dell PC and set up on work bench. |  |         |
| Unpack corresponding robot.              |  |         |

## Build Worksheet

(New Purchase continued)

|  |  |                              |
|--|--|------------------------------|
| Label hardware per BD0003.   |  |                              |
| Ghost PC per BD0002.   |  |                              |
| Map Drives, Rename PC, Update Antivirus, Boot, <b>Change Time ZONE to match facility.</b>  |  |                              |
| Install other robotic software (if not Rimage system).   |  |                              |
| Install PacsCube software per BD0001. Enter PacsCube license into DCS.<br><input type="checkbox"/> PacsCube license will expire in _____ days. Expiry date is: _____<br><input type="checkbox"/> Full PacsCube License |  |                              |
| Register device to Agilisys AIX Cloud per BD0005   |  | N/A <input type="checkbox"/> |
| Check Symantec updates.  |  |                              |
| Install Firewire card (if applicable).   |  | N/A <input type="checkbox"/> |
| Unpack corresponding printer and place on robot. <b>If it is an Everest printer, delete Prism drivers and install Everest drivers/labels.</b>  |  |                              |
| Verify all packing zip ties and foam are removed.  |  |                              |
| Connect cables, zip tie them and screw in cable clip.  |  |                              |
| Connect the robot cables to the PC and connect the power cable to the robot.   |  |                              |
| Power on the PC. After production server finishes configuring, <b>stop all Rimage Services Clean out (log files and MESSAGING File), rename PC and reboot. Flash DVD Recorder with latest firmware.</b>                |  |                              |
| Verify equipment has the latest firmware for printer, autoloader and the drive(s).<br>Update firmware accordingly.   |  |                              |
| Logon to Service and configure the facility.   |  |                              |
| For EMBEDDED SYSTEMS ONLY: Attach external DVD drive.  |  | N/A <input type="checkbox"/> |
| For EMBEDDED SYSTEMS ONLY: Check media import.   |  | N/A <input type="checkbox"/> |
| For Dell Replacement systems (not a new system with new robotic) check firewire card requirements.   |  | N/A <input type="checkbox"/> |
| Add any Viewer as necessary and Set Dicom only to Series.  |  |                              |
| Edit the Pacscube.ini or Registry for the facility.  |  |                              |
| Vendor Import required   |  | N/A <input type="checkbox"/> |
| Get the logo from the website.   |  |                              |
| Edit the CD labels with the facility logo.   |  |                              |
| Edit the Splash screen with the logo and info.   |  |                              |
| Test print 1 copy of Single, Teaching, Dual, and Spanning to verify the printed labels are correct.  |  |                              |
| Test one CD on a PC for splash and viewer.   |  |                              |
| Print MAC address to file and add as cover to PC.  |  |                              |
| If CDRs are good, repeat each test with 4 copies and verify quality of print. If good, pack and enter data.  |  |                              |
| Verify Incoming Connections are setup in Network Properties/Dial in and test/DICOM SERVER test.  |  |                              |
| Enter system in to DCS and write PACS version on folder.   |  |                              |
| Delivered to Shipping.   |  |                              |

### Comments

**Date Finished Build (mm/dd/yy):**

**Build Technician Signature:**

# Build Worksheet

## Trade-In Hardware/Software Details

| *Current Hardware Details                          |   | Serial # |
|--|---|----------|
| *This is the detail of the system currently onsite |   |          |
| Original DCS ID #: _____                           |   |          |
| Existing Robot                                     | <input type="checkbox"/> 7100 <input type="checkbox"/> 6100 <input type="checkbox"/> 5400 <input type="checkbox"/> 5100 <input type="checkbox"/> 3400 <input type="checkbox"/> 2000i <input type="checkbox"/> PP-100<br><input type="checkbox"/> PP-50 <input type="checkbox"/> Amigo <input type="checkbox"/> Protégé <input type="checkbox"/> Other _____ <input type="checkbox"/> EMBEDDED |          |
| Existing Printer                                   | <input type="checkbox"/> Everest III <input type="checkbox"/> Everest II <input type="checkbox"/> Everest I <input type="checkbox"/> Everest 400 <input type="checkbox"/> Prism <input type="checkbox"/> Inkjet<br><input type="checkbox"/> Other _____   |          |
| Existing PC  | <input type="checkbox"/> 9020 <input type="checkbox"/> 3010 <input type="checkbox"/> 790 <input type="checkbox"/> 780 <input type="checkbox"/> 760 <input type="checkbox"/> N/A (Embedded) <input type="checkbox"/> Other _____   |          |

Hardware details & serial numbers are consistent with DCS Tracker: Yes ☐ No ☐  
 If no, please complete FORM127.

| New Hardware Details |   | Serial # |
|----------------------|---|----------|
| New Robot            | <input type="checkbox"/> 8200 <input type="checkbox"/> 7200 <input type="checkbox"/> 6200 <input type="checkbox"/> 5410 <input type="checkbox"/> 3410 <input type="checkbox"/> 3400<br><input type="checkbox"/> PP-100 II <input type="checkbox"/> PP-50II <input type="checkbox"/> Other _____<br><input type="checkbox"/> N/A <input type="checkbox"/> EMBEDDED |          |
| New Printer          | <input type="checkbox"/> Everest 600 <input type="checkbox"/> Everest 400 <input type="checkbox"/> Prism III <input type="checkbox"/> Inkjet<br><input type="checkbox"/> Other _____ <input type="checkbox"/> N/A   |          |
| New PC               | <input type="checkbox"/> 9020 <input type="checkbox"/> 3010 <input type="checkbox"/> 790 <input type="checkbox"/> N/A (Embedded) <input type="checkbox"/> Other _____   |          |

| Software Details                       |  | Version #  |
|--|--|--|
| Software                               | <input type="checkbox"/> PacsCube  |  |
| Viewer                                 | <input type="checkbox"/> DCS <input type="checkbox"/> eFilm Lite <input type="checkbox"/> Osirix <input type="checkbox"/> GE <input type="checkbox"/> AGFA <input type="checkbox"/> McKesson API<br><input type="checkbox"/> Other _____ |  |
| Operating System                       | <input type="checkbox"/> XP <input type="checkbox"/> Windows 7   | <input type="checkbox"/> 32 bit<br><input type="checkbox"/> 64 bit |
| eFilm Workstation<br>eFilm Lite Viewer | <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please ensure site has added line item on P.O. unless the site had it on their original system and fill out FORM135 eFilm Build Worksheet)                             |  |

## Trade-In Build/Installation Requirements

If any of the boxes in the section below are checked off, please fill out Section 1 & Section 2.

- ☐ Data was received remotely from Device ID#: \_\_\_\_\_  
☐ Received Pre-Config Sheet (FORM043).  
☐ Received Back Up Configuration disc.

If any of the boxes in the section below are checked off, please fill out Section 2 (Skip Section 1).

- ☐ End User has Back Up Configuration disc. Data will be migrated remotely at time of installation.  
☐ No Information provided; ship system with default configuration.

# Build Worksheet

(Trade-In continued)

## Trade-In Build Information

|  |
|--|
| <b>Date Commenced Data Pull (mm/dd/yy):</b>              |
| <b>Support Technician (print first &amp; last name):</b> |

| <b>Section 1.<br/>Data Recovery Process</b>   | <b>Completed by:<br/>(please<br/>a- check box, if<br/>applicable, and<br/>b-sign your initials)</b> | <b>Comment</b>               |
|---|---|------------------------------|
| Video Card Check <input type="checkbox"/> VGA <input type="checkbox"/> DVI  |   |                              |
| Mac.TXT file containing the current ipconfig /all data & verify that DCS Tracker is correct for TCP/IP configuration.   |   |                              |
| <b>REGISTRY</b>   |   |                              |
| <input type="checkbox"/> The AETitle pasted in the MAC.TXT file.  |   |                              |
| <input type="checkbox"/> Download the DatCard registry (HKLM\SOFTWARE\DatCard).   |   |                              |
| <input type="checkbox"/> Or the pacscube.ini file.  |   |                              |
| <b>DATABASE</b>   |   |                              |
| Download database in the following formats:<br><input type="checkbox"/> File DICOMDB.MDB<br>(Microsoft Access DB from PacsCube 3.4.(a-z)<br><input type="checkbox"/> File PacsCube_all_data.sql (From PacsCube 3.4.1.1 or better)<br><input type="checkbox"/> Folder pacscube (From PacsCube 3.4.1.1 or better)<br><input type="checkbox"/> Folder from the DCSDb application (From PacsCube 3.4.1.1 or better) |   |                              |
| <b>MISCELLANEOUS</b>  |   |                              |
| Vendor Import required  |   | N/A <input type="checkbox"/> |
| Start > Programs > Oracle is present<br>Obtain TNSNAMES.ORA and place in<br>\Services\ConfigBackup\<br>export ALI\ALIDatabaseConnection registry key containing<br>username / password combination  |   | N/A <input type="checkbox"/> |
| <b>FACILITY, LABELS AND SPLASH</b>  |   |                              |
| Download the Facility Folder containing the labels and splash configuration. Use caution, there may be more than one facility folder in one system.<br>List the number of facility folders downloaded : _____   |   |                              |
| <b>STORE DATA AT DATCARD</b>  |   |                              |
| Store this data on the ghost server in a folder labeled with the facility name. If data is unavailable, or customer has backup CD, explain:<br>\\casper\Downloaded Facility Stuff   |   |                              |

|                                      |              |
|--------------------------------------|--------------|
| <b>Completed Data Pull:</b>          |              |
| <b>Support Technician Signature:</b> | <b>Date:</b> |

# Build Worksheet

(Trade-In continued)

Date Commenced Build (mm/dd/yy):

Build Technician (print first & last name):

| Section 2.<br>Build Process   | Completed by:<br>(please<br>a- check box, if<br>applicable, and<br>b-sign your initials) | Comment                      |
|---|--|------------------------------|
| <b>Hardware Management</b>  |  |                              |
| Pull PC from New inventory.   |  |                              |
| Label hardware per BD0003.  |  |                              |
| Time zone, and License the PacsCube and DICOM software<br>PacsCube <input type="checkbox"/> DICOM Server <input type="checkbox"/> DR <input type="checkbox"/>   |  |                              |
| Register device to Agilisys AIX Cloud per BD0005  |  | N/A <input type="checkbox"/> |
| Check Symantec updates.   |  |                              |
| Install and configure Antivirus and Dell tools.   |  |                              |
| <b>Migrate the facility information</b>   |  |                              |
| Copy the Facility folder to the D:\Services folder.   |  |                              |
| Migrate the Registry: Facility Def <input type="checkbox"/> SR <input type="checkbox"/> SR FUJI <input type="checkbox"/> Broker <input type="checkbox"/>  |  |                              |
| Migrate the database according to the procedures.   |  |                              |
| Add viewers as necessary and list why:  |  |                              |
| Apply local AETitle <input type="checkbox"/> and IP address <input type="checkbox"/>  |  |                              |
| <b>Test and verify the following</b>  |  |                              |
| Build a CD and test it on the system for splash and viewer verification.  |  |                              |
| Verify in iRecall: User list is populated   |  |                              |
| Verify in iRecall: Facility is configured   |  |                              |
| Shutdown and restart the system and test again the following:<br>Single label <input type="checkbox"/> Teaching label <input type="checkbox"/> Two study label <input type="checkbox"/><br>Ten study label <input type="checkbox"/> |  |                              |
| <input type="checkbox"/> Remove PacsCube license.   |  |                              |
| <input type="checkbox"/> Full PacsCube License.   |  |                              |
| Enter into DCS Tracker.   |  |                              |
| Delivered to Shipping.  |  |                              |
| <b>Comments</b>   |  |                              |

Date Finished Build (mm/dd/yy):

Build Technician Signature:

# Build Worksheet

## Dell / Software Upgrade - Hardware/Software Details

| *Current Hardware Details                          |   | Serial # |
|--|---|----------|
| *This is the detail of the system currently onsite |   |          |
| Existing Robot                                     | <input type="checkbox"/> 7100 <input type="checkbox"/> 6100 <input type="checkbox"/> 3400 <input type="checkbox"/> 2000i <input type="checkbox"/> PP-100 <input type="checkbox"/> PP-50<br><input type="checkbox"/> Other _____ <input type="checkbox"/> EMBEDDED |          |
| Existing Printer                                   | <input type="checkbox"/> Everest 600 <input type="checkbox"/> Everest 400 <input type="checkbox"/> Prism III <input type="checkbox"/> Inkjet <input type="checkbox"/> Other _____   |          |
| Existing PC  | <input type="checkbox"/> 3010 <input type="checkbox"/> 790 <input type="checkbox"/> 780 <input type="checkbox"/> 760 <input type="checkbox"/> N/A (Embedded)<br><input type="checkbox"/> Other _____  |          |

Hardware details & serial numbers are consistent with DCS Tracker: Yes ☐ No ☐  
 If no, please complete FORM127.

## Dell/Software Upgrade Build/Installation Requirements

If any of the boxes in the section below are checked off, please fill out Section 1 & Section 2.

- ☐ Data was received remotely from Device ID#: \_\_\_\_\_  
☐ Received Pre-Config Sheet (FORM043).  
☐ Received Back Up Configuration disc.

If any of the boxes in the section below are checked off, please fill out Section 2 (Skip Section 1).

- ☐ End User has Back Up Configuration disc. Data will be migrated remotely at time of installation.  
☐ No Information provided; ship system with default configuration.

## Dell Upgrade Build Information

Date Commenced Data Pull (mm/dd/yy):

Support Technician (print first & last name):

| Section 1.<br>Data Recovery Process   | Completed by: (please<br>a- check box, if<br>applicable, and<br>b-sign your initials) | Comment |
|---|---|---------|
| Video Card Check <input type="checkbox"/> VGA <input type="checkbox"/> DVI  |   |         |
| Mac.TXT file containing the current ipconfig /all data & verify that DCS Tracker is correct for TCP/IP configuration. |   |         |
| <b>REGISTRY</b>   |   |         |
| <input type="checkbox"/> The AETitle pasted in the MAC.TXT file   |   |         |
| <input type="checkbox"/> Download the DatCard registry (HKLM\SOFTWARE\DatCard).                                       |   |         |
| <input type="checkbox"/> Or the pacscube.ini file.  |   |         |
| <b>DATABASE</b>   |   |         |
| Download database in the following formats;   |   |         |
| <input type="checkbox"/> File DICOMDB.MDB<br>(Microsoft Access DB from PacsCube 3.4.(a-z)                             |   |         |
| <input type="checkbox"/> File PacsCube_all_data.sql (From PacsCube 3.4.1.1 or better)                                 |   |         |
| <input type="checkbox"/> Folder pacscube (From PacsCube 3.4.1.1 or better)  |   |         |
| <input type="checkbox"/> Folder from the DCSDb application (From PacsCube 3.4.1.1 or better)                          |   |         |

# Build Worksheet

(Dell Upgrade continued)

| MISCELLANEOUS  |  |                              |
|--|--|------------------------------|
| Vendor Import required   |  | N/A <input type="checkbox"/> |
| Start > Programs > Oracle is present<br>Obtain TNSNAMES.ORA and place in \Services\ConfigBackup\<br>export ALI\ALIDatabaseConnection registry key containing username /<br>password combination                  |  | N/A <input type="checkbox"/> |
| FACILITY, LABELS AND SPLASH  |  |                              |
| Download the Facility Folder containing the labels and splash<br>configuration. Use caution, there may be more than one facility folder in<br>one system. List the number of facility folders downloaded : _____ |  |                              |
| STORE DATA AT DATCARD  |  |                              |
| Store this data on the ghost server in a folder labeled with the facility name.<br>If data is unavailable, or customer has backup CD, explain:<br>\\casper\Downloaded Facility Stuff                             |  |                              |
| PACSCUBE LICENSE   |  |                              |
| Configure current PacsCube License to expire 45 days from Completed<br>Data Pull date.   |  |                              |
| License Expiration Date: _____   |  |                              |

| Completed Data Pull:          |       |
|-------------------------------|-------|
| Support Technician Signature: | Date: |

| Hardware Details                       |   | Dell Tag #   |
|--|---|--|
| Existing PC                            | <input type="checkbox"/> 3010 <input type="checkbox"/> 790 <input type="checkbox"/> 780 <input type="checkbox"/> 760 <input type="checkbox"/> Other _____   |  |
| New PC                                 | <input type="checkbox"/> 9020 <input type="checkbox"/> 3010 <input type="checkbox"/> 790 <input type="checkbox"/> Other _____   |  |
| Software Details                       |   | Version #  |
| Software                               | <input type="checkbox"/> PacsCube   |  |
| Viewer                                 | <input type="checkbox"/> DCS <input type="checkbox"/> eFilm Lite <input type="checkbox"/> Osirix <input type="checkbox"/> GE <input type="checkbox"/> AGFA <input type="checkbox"/> Other _____                     |  |
| Operating System                       | <input type="checkbox"/> XP <input type="checkbox"/> Windows 7  | <input type="checkbox"/> 32 bit<br><input type="checkbox"/> 64 bit |
| eFilm Workstation<br>eFilm Lite Viewer | <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please ensure site has added line item on P.O.<br>unless the site had it on their original system and fill out FORM135 eFilm<br>Build Worksheet.) |  |

|   |
|---|
| Date Commenced Build (mm/dd/yy):            |
| Build Technician (print first & last name): |



# Build Worksheet

(Dell Upgrade continued)

| Section 2:<br>Build Process   | Completed by: (please<br>a- check box, if<br>applicable, and<br>b-sign your initials) | Comment                      |
|---|---|------------------------------|
| <b>Hardware Management</b>  |   |                              |
| Pull PC from R/E or New rack. If not matching, explain why:   |   |                              |
| Time zone, and License the PacsCube and DICOM software  |   |                              |
| PacsCube <input type="checkbox"/> DICOM Server <input type="checkbox"/>   |   |                              |
| Register device to Agilisys AIX Cloud per BD0005  |   | N/A <input type="checkbox"/> |
| Check Symantec updates.   |   |                              |
| Install and configure Antivirus and Dell tools.   |   |                              |
| <b>Migrate the facility information</b>   |   |                              |
| Copy the Facility folder to the D:\Services folder.   |   |                              |
| Migrate the Registry: Facility Def <input type="checkbox"/> SR <input type="checkbox"/> SR FUJI <input type="checkbox"/> Broker <input type="checkbox"/>        |   |                              |
| Migrate the database according to the procedures.   |   |                              |
| Add viewers as necessary and list why:  |   |                              |
| Apply local AETitle <input type="checkbox"/> and IP address <input type="checkbox"/>  |   |                              |
| <b>Test and verify the following</b>  |   |                              |
| Build a CD and test it on the system for splash and viewer verification.  |   |                              |
| Verify in iRecall: User list is populated.  |   |                              |
| Verify in iRecall: Facility is configured.  |   |                              |
| Shutdown and restart the system and test again the following:   |   |                              |
| Single label <input type="checkbox"/> Teaching label <input type="checkbox"/> Two study label <input type="checkbox"/> Ten study label <input type="checkbox"/> |   |                              |
| <input type="checkbox"/> Remove PacsCube license.   |   |                              |
| <input type="checkbox"/> Full PacsCube License.   |   |                              |
| Enter into DCS Tracker.   |   |                              |
| Delivered to Shipping.  |   |                              |
| <b>Comments</b>   |   |                              |

|  |
|--|
| <b>Date Finished Build (mm/dd/yy):</b> |
| <b>Build Technician Signature:</b>     |

# Build Worksheet

## Rapid Exchange Hardware/Software Details

| *Current Hardware Details                          |  | Serial # |
|--|--|----------|
| *This is the detail of the system currently onsite |  |          |
| Existing Robot                                     | <input type="checkbox"/> 8200 <input type="checkbox"/> 7200 <input type="checkbox"/> 7100 <input type="checkbox"/> 6200 <input type="checkbox"/> 6100 <input type="checkbox"/> 5410<br><input type="checkbox"/> 5400 <input type="checkbox"/> 5100 <input type="checkbox"/> 3410 <input type="checkbox"/> 3400 <input type="checkbox"/> PP-100 <input type="checkbox"/> PP-100 II<br><input type="checkbox"/> PP-50 <input type="checkbox"/> PP-50II <input type="checkbox"/> Protégé <input type="checkbox"/> Amigo <input type="checkbox"/> 2000i<br><input type="checkbox"/> N/A <input type="checkbox"/> Other _____ <input type="checkbox"/> EMBEDDED |          |
| Existing Printer                                   | <input type="checkbox"/> Everest III <input type="checkbox"/> Everest II <input type="checkbox"/> Everest I <input type="checkbox"/> Everest 400 <input type="checkbox"/> Everest 600<br><input type="checkbox"/> Prism <input type="checkbox"/> Prism III <input type="checkbox"/> Inkjet <input type="checkbox"/> Other _____<br><input type="checkbox"/> N/A  |          |
| Existing PC  | <input type="checkbox"/> 9020 <input type="checkbox"/> 3010 <input type="checkbox"/> 790 <input type="checkbox"/> 780 <input type="checkbox"/> 760 <input type="checkbox"/> N/A (Embedded)<br><input type="checkbox"/> Other _____   |          |

## Rapid Exchange Build Requirements

If any of the boxes in the section below are checked off, please fill out Section 1 & Section 2.

☐ Data was received remotely from Device ID#: \_\_\_\_\_

☐ Received Back Up Configuration disc and verified that DCS Tracker TCP/IP config is correct with customer.

If the box in the section below is checked off, please fill out Section 2 (Skip Section 1).

☐ End User has Back Up Configuration disc. Data will be migrated remotely at time of installation. Verify that DCS Tracker TCP/IP config is correct with customer. Ship system with default configuration.

If the box in the section below is checked off, please remove PacsCube License in Section 2.

☐ End of Service Equipment. No return. System will require a PacsCube License Transfer.

Support Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print name, too)

## Rapid Exchange Build Information

Date Commenced Data Pull (mm/dd/yy): \_\_\_\_\_

Support Technician (print first & last name): \_\_\_\_\_

| Section 1.<br>Data Recovery Process  | Completed by: (please<br>a- check box, if<br>applicable, and<br>b-sign your initials) | Comment |
|--|---|---------|
| Video Card Check <input type="checkbox"/> VGA <input type="checkbox"/> DVI   |   |         |
| Mac.TXT file containing the current ipconfig /all data. Verify that DCS Tracker is correct for TCP/IP configuration. |   |         |
| Check for any value-added applications   |   |         |
| <b>REGISTRY</b>  |   |         |
| <input type="checkbox"/> The AETitle pasted in the MAC.TXT file  |   |         |
| <input type="checkbox"/> Download the DatCard registry (HKLM\SOFTWARE\DatCard).                                      |   |         |
| <input type="checkbox"/> Or the pacscube.ini file.   |   |         |
| <b>DATABASE</b>  |   |         |
| Download database in the following formats:  |   |         |
| <input type="checkbox"/> File DICOMDB.MDB<br>(Microsoft Access DB from PacsCube 3.4.(a-z)                            |   |         |
| <input type="checkbox"/> File PacsCube_all_data.sql (From PacsCube 3.4.1.1 or better)                                |   |         |
| <input type="checkbox"/> Folder pacscube (From PacsCube 3.4.1.1 or better)   |   |         |
| <input type="checkbox"/> Folder from the DCSDB application (From PacsCube 3.4.1.1 or better)                         |   |         |

# Build Worksheet

(Rapid Exchange continued)

| MISCELLANEOUS   |  |                              |
|---|--|------------------------------|
| Vendor Import required  |  | N/A <input type="checkbox"/> |
| Start > Programs > Oracle is present<br>Obtain TNSNAMES.ORA and place in \Services\ConfigBackup\<br>export ALI\ALIDatabaseConnection registry key containing<br>username / password combination                     |  | N/A <input type="checkbox"/> |
| FACILITY, LABELS AND SPLASH   |  |                              |
| Download the Facility Folder containing the labels and splash<br>configuration. Use caution, there may be more than one facility folder<br>in one system.<br>List the number of facility folders downloaded : _____ |  | N/A <input type="checkbox"/> |
| STORE DATA AT DATCARD   |  |                              |
| Store this data on the ghost server in a folder labeled with the facility<br>name. If data is unavailable, or customer has backup CD, explain:<br>\\casper\Downloaded Facility Stuff                                |  |                              |

| Hardware Details       |   | Serial # |
|------------------------|---|----------|
| Robot to<br>be R/E'd   | <input type="checkbox"/> 8200 <input type="checkbox"/> 7200 <input type="checkbox"/> 7100 <input type="checkbox"/> 6200 <input type="checkbox"/> 6100 <input type="checkbox"/> 5410<br><input type="checkbox"/> 5400 <input type="checkbox"/> 5100 <input type="checkbox"/> 3410 <input type="checkbox"/> 3400 <input type="checkbox"/> PP-100 <input type="checkbox"/> PP-100II <input type="checkbox"/> PP-50<br><input type="checkbox"/> PP-50II <input type="checkbox"/> Amigo <input type="checkbox"/> Protégé <input type="checkbox"/> Hard Drive(s)<br><input type="checkbox"/> Other _____ <input type="checkbox"/> N/A <input type="checkbox"/> EMBEDDED |          |
| Printer to<br>be R/E'd | <input type="checkbox"/> Everest III <input type="checkbox"/> Everest II <input type="checkbox"/> Everest I <input type="checkbox"/> Everest 600 <input type="checkbox"/> Everest 400<br><input type="checkbox"/> Prism <input type="checkbox"/> Prism III <input type="checkbox"/> Inkjet<br><input type="checkbox"/> Other _____ <input type="checkbox"/> N/A   |          |
| PC to be<br>R/E'd      | <input type="checkbox"/> 9020 <input type="checkbox"/> 3010 <input type="checkbox"/> 790 <input type="checkbox"/> 780 <input type="checkbox"/> 760 <input type="checkbox"/> N/A (Embedded)<br><input type="checkbox"/> Hard Drive(s) <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A  |          |

Hardware details & serial numbers are consistent with DCS Tracker: Yes ☐ No ☐  
If no, please complete FORM127.

| Completed Data Pull:          |       |
|-------------------------------|-------|
| Support Technician Signature: | Date: |

# Build Worksheet

(Rapid Exchange continued)

| Hardware Details                       |  | Serial #  |
|--|--|-----------|
| R/E Robot                              | <input type="checkbox"/> 8200 <input type="checkbox"/> 7200 <input type="checkbox"/> 7100 <input type="checkbox"/> 6200 <input type="checkbox"/> 6100 <input type="checkbox"/> 5410 <input type="checkbox"/> 5400<br><input type="checkbox"/> 5100 <input type="checkbox"/> 3410 <input type="checkbox"/> 3400 <input type="checkbox"/> PP-100 <input type="checkbox"/> PP-100 II <input type="checkbox"/> PP-50<br><input type="checkbox"/> PP-50II <input type="checkbox"/> Amigo <input type="checkbox"/> Protégé <input type="checkbox"/> Hard Drive(s)<br><input type="checkbox"/> Other <input type="checkbox"/> N/A <input type="checkbox"/> EMBEDDED |           |
| R/E Printer                            | <input type="checkbox"/> Everest III <input type="checkbox"/> Everest II <input type="checkbox"/> Everest 600 <input type="checkbox"/> Everest 400<br><input type="checkbox"/> Prism <input type="checkbox"/> Prism III <input type="checkbox"/> Inkjet<br><input type="checkbox"/> Other <input type="checkbox"/> N/A   |           |
| R/E PC                                 | <input type="checkbox"/> 9020 <input type="checkbox"/> 3010 <input type="checkbox"/> 790 <input type="checkbox"/> 780 <input type="checkbox"/> 760 <input type="checkbox"/> N/A (Embedded)<br><input type="checkbox"/> Hard Drive(s) <input type="checkbox"/> Other  |           |
| Software Details                       |  | Version # |
| Software                               | <input type="checkbox"/> PacsCube <input type="checkbox"/> ESS   |           |
| Viewer                                 | <input type="checkbox"/> DCS <input type="checkbox"/> eFilm Lite <input type="checkbox"/> Osirix <input type="checkbox"/> GE <input type="checkbox"/> AGFA <input type="checkbox"/> McKesson API<br><input type="checkbox"/> Other   |           |
| Operating System                       | <input type="checkbox"/> XP <input type="checkbox"/> Windows 7 <input type="checkbox"/> 32 bit <input type="checkbox"/> 64 bit   |           |
| eFilm Workstation<br>eFilm Lite Viewer | <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please ensure site has added line item on P.O. unless the site had it on their original system and fill out FORM135 eFilm Build Worksheet.)  |           |

|  |              |
|--|--------------|
| <b>Commenced Build:</b>                                |              |
| <b>Build Technician (print first &amp; last name):</b> | <b>Date:</b> |

| Section 2:<br>Build Process   | Completed by: (please a- check box, if applicable, and b-sign your initials) | Comment                      |
|---|--|------------------------------|
| <b>Hardware Management</b>  |  |                              |
| Pull PC/Embedded Robotic from R/E or New inventory. If not matching, explain why:   |  | N/A <input type="checkbox"/> |
| Obtain and Configure Replacement Hard Drive(s)  |  | N/A <input type="checkbox"/> |
| Time zone, and License the PacsCube and DICOM software<br>PacsCube <input type="checkbox"/> DICOM Server <input type="checkbox"/> DR <input type="checkbox"/> |  |                              |
| Register device to Agilisys AIX Cloud per BD0005  |  | N/A <input type="checkbox"/> |
| Check Symantec updates.   |  |                              |
| <input type="checkbox"/> PacsCube license will expire in _____ days.<br>Expiry date is: _____   |  |                              |
| <input type="checkbox"/> Full PacsCube License.   |  | N/A <input type="checkbox"/> |
| Install and configure Antivirus and Dell tools.   |  |                              |
| <b>Migrate the facility information</b>   |  |                              |
| Copy the Facility folder to the D:\Services folder.   |  | N/A <input type="checkbox"/> |
| Migrate the Registry: Facility Def <input type="checkbox"/> SR <input type="checkbox"/> SR FUJI <input type="checkbox"/> Broker <input type="checkbox"/>      |  |                              |
| Migrate the database according to the procedures.   |  |                              |
| Add viewers as necessary and list why:  |  | N/A <input type="checkbox"/> |
| Apply added-value applications; Use comment area to list ones added.  |  |                              |
| Apply local AETitle <input type="checkbox"/> and IP address <input type="checkbox"/>  |  |                              |

Build Worksheet

(Rapid Exchange continued)

Test and verify the following

|   |  |                              |
|---|--|------------------------------|
| Build a CD and test it on the system for splash and viewer verification.  |  | N/A <input type="checkbox"/> |
| Verify in iRecall: User list is populated.  |  |                              |
| Verify in iRecall: Facility is configured.  |  | N/A <input type="checkbox"/> |
| Shutdown and restart the system and test again the following:<br>Single label <input type="checkbox"/> Teaching label <input type="checkbox"/> Two study label <input type="checkbox"/><br>Ten study label <input type="checkbox"/> |  | N/A <input type="checkbox"/> |
| End of Service Equipment. No Return - Remove PacsCube License.  |  | N/A <input type="checkbox"/> |
| Enter into DCS Tracker.   |  |                              |
| Remove Hard Drive(s) and Label Slot ID Number Accordingly.  |  | N/A <input type="checkbox"/> |
| Delivered to Shipping.  |  |                              |

Comments

Date Finished Build (mm/dd/yy):

Build Technician Signature:

# Build Worksheet

## Demo Hardware/Software Details

Enter number of evaluation days: \_\_\_\_\_

☐ This is a full Hardware/Software Demo. (Complete DCS Hardware Details and Software Details sections.)

| DCS Hardware Details |   | Serial # |
|----------------------|---|----------|
| Demo Robot           | <input type="checkbox"/> 8200 <input type="checkbox"/> 7200 <input type="checkbox"/> 6200 <input type="checkbox"/> 5410 <input type="checkbox"/> 3410 <input type="checkbox"/> 3400<br><input type="checkbox"/> PP-100 II <input type="checkbox"/> PP-50II <input type="checkbox"/> Other _____<br><input type="checkbox"/> N/A <input type="checkbox"/> EMBEDDED |          |
| Demo Printer         | <input type="checkbox"/> Everest 600 <input type="checkbox"/> Everest 400 <input type="checkbox"/> Prism III <input type="checkbox"/> Inkjet<br><input type="checkbox"/> Other _____  |          |
| Demo PC              | <input type="checkbox"/> 9020 <input type="checkbox"/> 3010 <input type="checkbox"/> 790 <input type="checkbox"/> 780 <input type="checkbox"/> 760 <input type="checkbox"/> N/A (Embedded)<br><input type="checkbox"/> Other _____  |          |

☐ No Hardware being sent. This is a Software Only Trial.  
(Complete Existing End User Hardware Details and Software Details sections.)

| Existing End User Hardware Details |  | Serial # |
|------------------------------------|--|----------|
| Existing Robot                     | <input type="checkbox"/> 8200 <input type="checkbox"/> 7200 <input type="checkbox"/> 7100 <input type="checkbox"/> 6200 <input type="checkbox"/> 6100 <input type="checkbox"/> 5410 <input type="checkbox"/> 5400<br><input type="checkbox"/> 3410 <input type="checkbox"/> 3400 <input type="checkbox"/> PP-100 <input type="checkbox"/> PP-100 II <input type="checkbox"/> PP-50 <input type="checkbox"/> PP-50II<br><input type="checkbox"/> Other _____ <input type="checkbox"/> N/A <input type="checkbox"/> EMBEDDED |          |
| Existing Printer                   | <input type="checkbox"/> Everest III <input type="checkbox"/> Everest 400 <input type="checkbox"/> Everest 600 <input type="checkbox"/> Prism <input type="checkbox"/> Prism III<br><input type="checkbox"/> Inkjet <input type="checkbox"/> Other _____   |          |
| Existing PC                        | <input type="checkbox"/> 9020 <input type="checkbox"/> 3010 <input type="checkbox"/> 790 <input type="checkbox"/> 780 <input type="checkbox"/> 760<br><input type="checkbox"/> N/A (Embedded) <input type="checkbox"/> Other _____   |          |

| Software Details                       |  | Version #  |
|--|--|--|
| Software                               | <input type="checkbox"/> PacsCube <input type="checkbox"/> ESS <input type="checkbox"/> Agilisys Storage Client  |  |
| Viewer                                 | <input type="checkbox"/> DCS <input type="checkbox"/> eFilm Lite <input type="checkbox"/> Osirix <input type="checkbox"/> No Viewer <input type="checkbox"/> Other _____ |  |
| Operating System                       | <input type="checkbox"/> XP <input type="checkbox"/> Windows 7   | <input type="checkbox"/> 32 bit<br><input type="checkbox"/> 64 bit |
| eFilm Workstation<br>eFilm Lite Viewer | <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please ensure site has added line item on P.O. and fill out FORM135 eFilm Build Worksheet.)            |  |

## Demo Build/Installation Requirements

Pre-configuration sheet received (FORM043)?

- ☐ Yes  
☐ No, ship with default configuration  
☐ No, please use information from Device ID#: \_\_\_\_\_

Labels & Splash information received? ☐ N/A

- ☐ Yes  
☐ No, ship with default configuration  
☐ No, please use information from Device ID#: \_\_\_\_\_

### Remote Access

- ☐ VPN Tunnel   ☐ Web-based   ☐ VPN Client \_\_\_\_\_  
☐ GoToMyPC   ☐ DatCard Connect   ☐ Other \_\_\_\_\_

# Build Worksheet

(Demo continued)

## Demo Build Information

☐ This is software only, therefore the following build information is not required. Please sign and date below:

Sign and date: \_\_\_\_\_

|   |
|---|
| Date Commenced Build (mm/dd/yy):            |
| Build Technician (print first & last name): |

| Task   | Completed By:<br>(please sign your initials) | Comment                      |
|--|--|------------------------------|
| Unpack Dell PC and set up on work bench.   |  |                              |
| Unpack corresponding robot.  |  |                              |
| Label hardware per BD0003.   |  |                              |
| Ghost PC per BD0002.   |  |                              |
| Map Drives, Rename PC, Update Antivirus, Boot, <b>Change Time ZONE to match facility.</b>  |  |                              |
| Install other robotic software (if not Rimage system).   |  |                              |
| Install PacsCube software per BD0001 (use step 16a). Set evaluation license for the number of days listed at top of this page.<br>PacsCube license will expire in _____ days.<br>Expiry date is: _____           |  |                              |
| Register device to Agilisys AIX Cloud per BD0005   |  | N/A <input type="checkbox"/> |
| Check Symantec updates.  |  |                              |
| Install Firewire card (if applicable).   |  | N/A <input type="checkbox"/> |
| Unpack corresponding printer and place on robot. <b>If it is an Everest printer, delete Prism drivers and install Everest drivers/labels.</b>  |  |                              |
| Verify all packing zip ties and foam are removed.  |  |                              |
| Connect cables, zip tie them and screw in cable clip.  |  |                              |
| Connect the robot cables to the PC and connect the power cable to the robot.   |  |                              |
| Power on the PC. After production server finishes configuring, <b>stop all Rimage Services Clean out (log files and MESSAGING File), rename PC and reboot. Verify Equipment firmware and update accordingly.</b> |  |                              |
| Verify the production server has the printer, autoloader and the drive(s).   |  |                              |
| Flash Prism Printer 5200 ver.  |  |                              |
| Lagon to Service and configure the facility.   |  |                              |
| For EMBEDDED SYSTEMS ONLY: Attach external DVD drive   |  | N/A <input type="checkbox"/> |
| For EMBEDDED SYSTEMS ONLY: Check media import  |  | N/A <input type="checkbox"/> |
| For Dell Replacement systems (not a new system with new robotic) check firewire card requirements.   |  | N/A <input type="checkbox"/> |
| Add any Viewer as necessary and <b>Set Dicom only to Series.</b>   |  |                              |

## Build Worksheet

(Demo continued)

|   |  |                              |
|---|--|------------------------------|
| If eFilm Lite Viewer is installed, email Customer Service Advocate with:<br>install date, number of evaluation days, and device ID.<br>Edit the Pacscube.ini or <b>Registry</b> for the facility. |  | N/A <input type="checkbox"/> |
| Vendor Import required.   |  | N/A <input type="checkbox"/> |
| Get the logo from the website.  |  |                              |
| Edit the CD labels with the facility logo.  |  |                              |
| Edit the Splash screen with the logo and info.  |  |                              |
| Test print 1 copy of Single, Teaching, Dual, and Spanning to verify the<br>printed labels are correct.  |  |                              |
| Test one CD on a PC for splash and viewer.  |  |                              |
| Print MAC address to file and add as cover to PC.   |  |                              |
| If CDRs are good, repeat each test with 4 copies and verify quality of print.<br>If good, pack and enter data.  |  |                              |
| Verify Incoming Connections are setup in Network Properties/Dial in and<br>test/DICOM SERVER test.  |  |                              |
| Enter system in to DCS and write PACS version on folder.  |  |                              |
| Delivered to Shipping.  |  |                              |

**Comments**

**Date Finished Build (mm/dd/yy):**

**Build Technician Signature:**



# Build Worksheet

## VIE Standalone

| Hardware Details |   | Serial # |
|------------------|---|----------|
| PC               | <input type="checkbox"/> 9020 <input type="checkbox"/> 3010 <input type="checkbox"/> 790 <input type="checkbox"/> N/A (Embedded) <input type="checkbox"/> Other _____<br><input type="checkbox"/> N/A |          |

| Software Details                       |   | Version # |
|--|---|-----------|
| Software                               | <input type="checkbox"/> PacsCube <input type="checkbox"/> ESS <input type="checkbox"/> Agilisys Storage Client   |           |
| Operating System                       | <input type="checkbox"/> XP <input type="checkbox"/> Windows 7 <input type="checkbox"/> 32 bit<br><input type="checkbox"/> 64 bit                             |           |
| eFilm Workstation<br>eFilm Lite Viewer | <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please ensure site has added line item on P.O. and fill out FORM135 eFilm Build Worksheet.) |           |

## Build/Installation Requirements

Pre-configuration sheet received (FORM043)?

- ☐ Yes  
☐ No, ship with default configuration  
☐ No, please use information from Device ID#: \_\_\_\_\_

Remote Access

- ☐ VPN Tunnel   ☐ Web-based   ☐ VPN Client \_\_\_\_\_  
☐ GoToMyPC   ☐ DatCard Connect   ☐ Other \_\_\_\_\_

## New Purchase Build Information

Date Commenced Build (mm/dd/yy):

Build Technician (print first & last name):

| Task   | Completed By:<br>(please sign your initials) | Comment                      |
|--|--|------------------------------|
| Unpack Dell PC and set up on work bench.   |  |                              |
| Label hardware per BD0003.   |  |                              |
| Ghost PC per BD0002.   |  |                              |
| Map Drives, Rename PC, Update Antivirus, Boot, <b>Change Time ZONE to match facility.</b>  |  |                              |
| Install PacsCube software per BD0001. Enter PacsCube license into DCS.<br><input type="checkbox"/> PacsCube license will expire in _____ days. Expiry date is: _____<br><input type="checkbox"/> Full PacsCube License |  |                              |
| Register device to Agilisys AIX Cloud per BD0005<br>FORCEVIRTUALJOBS=TRUE  |  | N/A <input type="checkbox"/> |
| Check Symantec updates.  |  |                              |
| Verify all packing zip ties and foam are removed.  |  |                              |
| Connect cables, zip tie them and screw in cable clip.  |  |                              |
| Logon to Service and configure the facility.   |  |                              |
| Edit the Pacscube.ini or Registry for the facility.  |  |                              |
| Print MAC address to file and add as cover to PC.  |  |                              |
| Verify Incoming Connections are setup in Network Properties/Dial in and test/DICOM SERVER test.  |  |                              |
| Enter system in to DCS and write PACS version on folder.   |  |                              |
| Delivered to Shipping.   |  |                              |

## Comments

Date Finished Build (mm/dd/yy):

Build Technician Signature:

# Build Worksheet

## New Purchase

### Hardware Only

| Task   | Completed By:<br>(please sign your initials) | Comment |
|--|--|---------|
| Unpack corresponding hardware equipment and set up on work bench.  |  |         |
| Label hardware per BD0003.   |  |         |
| Connect corresponding printer (Everest/Prism) and place on robot if necessary. <b>If this purchase is for an Inkjet system, a system with an embedded printer, or just a printer, please continue to the next step.</b>        |  |         |
| Verify that all packing zip ties, foam, and shipping inserts have been removed.  |  |         |
| Connect the robot cables and/or printer cables to a corresponding workstation on the Build Bench configured for the current hardware. Connect the power cable to the robot and/or printer.                                     |  |         |
| Verify recorder, printer, bin, and gripper alignment. Make corresponding adjustments if needed.  |  |         |
| Run 1 test job of Single, Teaching, Dual, and Spanning disc to verify the printed labels are correct and recording is functioning properly.  |  |         |
| If the test jobs are successful, repeat each test with 4 copies to verify consistency of print and recording. If all stress tests complete successfully, pack up the equipment with the proper zip ties/foam/shipping inserts. |  |         |
| Enter system information in DCSTracker.  |  |         |
| Deliver equipment to Shipping.   |  |         |

### Comments




|  |
|--|
| <b>Date Finished Build (mm/dd/yy):</b> |
| <b>Build Technician Signature:</b>     |

# Build Worksheet

## Device Label Information

☐ Hard Drive(s) – No labels needed from Section 1; Skip to Section 2 (Shipping Notification & Signature)

### SECTION 1

| Title:                       | Doc. No. | Example:   | Check box if used |
|------------------------------|----------|--|-------------------|
| <b>PacsCube Logo:</b>        | L0050    |   |                   |
| <b>Patent Sticker Label:</b> | L0049    |   |                   |
| <b>DCS# Label:</b>           | L0048    |  |                   |

Place DCS# Label Here

### \*Rimage Bin Labels:

| Title:                 | Doc No. | Example:       | Check box if used |
|------------------------|---------|----------------|-------------------|
| Bin 1 CD Stock Label   | L0051   | BIN1:CD STOCK  |                   |
| Bin 2 CD Stock Label   | L0054   | BIN2:CD STOCK  |                   |
| Bin 3 DVD Stock Label  | L0055   | BIN3:DVD STOCK |                   |
| Bin 4 Output Label     | L0056   | BIN4:OUTPUT    |                   |
| Output Mail Slot Label | L0057   | OUTPUT         |                   |

\*Single bin units will not have bin labels

### Epson Bin Labels:

| Title:          | Doc No. | Example:  | Check box if used |
|-----------------|---------|-----------|-------------------|
| CD Stock Label  | L0058   | CD STOCK  |                   |
| DVD Stock Label | L0059   | DVD STOCK |                   |

### SECTION 2

| Title:                                 | Doc No. | Check box if used | Labels Applied By:          |
|--|---------|-------------------|-----------------------------|
| Shipping Notification 30 day           | L0052   |                   | Signature _____ Date: _____ |
| Shipping Notification 90 day           | L0053   |                   | Print Name _____            |
| Shipping Notification License Transfer | L0140   |                   |                             |
| Shipping Notification Demo             | L0072   |                   |                             |
| Shipping Notification- Full License    | L0141   |                   |                             |

## Build Worksheet

### Device Release Information

Serial Number (DCS#):

| <b><i>All answers to the following must be Yes before product can be released for shipment.</i></b>    |  |
|--|--|
| Is build worksheet complete?   |  |
| Are entries consistent with the information required?  |  |
| Were corrections made according to Good Documentation Practices?                                       |  |
| Is the original information readable?  |  |
| Do all test results indicate the device passed final testing either upon initial test or after retest? |  |

### Device Label Checklist Information

| Place check mark above each device that is part of this build: |         |                       |                     |                   |   |                       |              |                                    |               |
|--|---------|-----------------------|---------------------|-------------------|---|-----------------------|--------------|------------------------------------|---------------|
| Document Title (Label Type)                                    | Dell PC | Rimage Embedded 5100N | Rimage 5400N, 5410N | Rimage 3400, 3410 | Rimage Amigo/ Protégé/ 6100/ 6200/ 7100/ 7200 | Rimage Embedded 8200N | Rimage 2000i | Rimage Printers (Prism or Everest) | Epson Robotic |
| PacsCube Logo  |         | X                     | X                   | X                 | X   | X                     | X            |                                    | X             |
| Patent Sticker Label   | X       | X                     | X                   |                   |   | X                     |              |                                    |               |
| DCS# Label   | X       | X                     | X                   | X                 | X   | X                     | X            | X                                  | X             |
| Shipping Notification  | X       | X                     | X                   |                   |   | X                     |              |                                    |               |
| Rimage 3-Bin Labels  |         |                       | X                   | X                 |   |                       |              |                                    |               |
| Rimage 4-Bin Labels  |         |                       |                     |                   | X   | X                     |              |                                    |               |
| Epson Bin Labels   |         |                       |                     |                   |   |                       |              |                                    | X             |
| Checked By (sign initials):                                    |         |                       |                     |                   |   |                       |              |                                    |               |

Labels required on device if "X" present. Labels not required if box is shaded. "Checked by" initials required for all checked columns in first row.

Review Complete &  
Device Released By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**Once signed above, this device is released for shipment**

## Build Worksheet

[ ] check here if no shipping is required and explain (e.g. software only, customer pick-up, etc.) \_\_\_\_\_

\_\_\_\_\_  
Signature & Date

| Shipping Details        |  |                   |           |
|-------------------------|--|-------------------|-----------|
| Date Shipped:           |  | Shipping Carrier: |           |
| Tracking Number:        |  |                   |           |
| Additional Accessories: |  |                   |           |
|                         |  |                   |           |
| Shipped to Address      |  |                   |           |
| Address 1:              |  |                   |           |
| Address 2:              |  |                   |           |
| City:                   |  | State:            | Zip Code: |
| Shipping Contact:       |  | Contact Tel:      |           |
| Contact Email:          |  |                   |           |

| Accounting Details |  |                     |           |
|--------------------|--|---------------------|-----------|
| Date Invoiced:     |  | Invoice Number:     |           |
|                    |  | Date Invoiced Paid: |           |
| Billing Address    |  |                     |           |
| Address 1:         |  |                     |           |
| Address 2:         |  |                     |           |
| City:              |  | State:              | Zip Code: |
| Billing Contact:   |  | Contact Tel:        |           |
| Contact Email:     |  |                     |           |

| Installation Details  |               |
|-----------------------|---------------|
| Date of Installation: | Installed By: |
| Comments:             |               |
|                       |               |

| Warranty & Service Contract Details    |                                   |
|--|-----------------------------------|
| Warranty Start Date:                   | Warranty Expiration Date:         |
| # of Service Contract Years Purchased: | Service Contract Expiration Date: |

| Comments |
|----------|
|          |
|          |
|          |