RightFAX Planning Checklist

Server Hardware			✓
	(type)		
Processor		At least a P200?	
Ram		At least 64 MB?	
Hard Drive	=faxes*#days*35k	At least 540 MB?	
Display		VGA or better?	
Network Card		Is it high quality?	
# Open Slots		Will this be enough?	

Server	
Windows NT Server 4.0 or later?	
Are GSNW, SAP Agent, & NWLINK installed (w/ Novell Network)?	
Is drive NTFS partitioned, and does it address storage needs?	

Client Workstations	
Windows NT Workstations	
At least 32 MB Ram?	
Does it have a LaserJet III?	
Is a supported protocol in use?	
Is Microsoft's Client for NetWare Networks in place(for NetWare)?	
Windows 95	
At least 8 MB Ram?	
Does it have a LaserJet III or 4 driver?	
Is a supported protocol in use?	
Is a compatible requester in place?	
Windows 3.x or WFW	
80x86 CPU running in Standard or Enhanced mode?	
At least 4 MB of RAM?	
Does it have a LaserJet III or 4 driver?	
Is a supported protocol in use?	
Is a compatible requester in place?	
Other Clients (see manuals)	

Fax Volume	
Pages sent in average day	/(60*Hrs per day)
Number of suggested outgoing channels	=
Pages received in average day	/(60*Hrs per day)
Number of suggested incoming channels	=
Do these channels account for international faxes?	
Do these channels account for peak requirements?	
Do these channels allow for changes with addition of RightFAX?	
Do these channels allow for scalability?	

Routing	
Routing method currently in use	
Routing method desired	

Phone Lines	
How many lines are needed?	
Do types of lines match channel needs?	
Will lines satisfy desired routing scheme?	
Do lines allow for increase in volume?	

Fax Boards	
Which boards will be used?	
Do boards match channel needs?	
Do boards allow desired routing scheme?	
Do boards match phone line needs and types?	
Do boards match available slots and CPU power allowance?	
Do boards allow for increases in volume?	

Other Planning Issues	
Is there a need for integration with E-mail system?	
Is there a need for OCR?	
Is there a need for fax access via a web browser?	
Are printing needs addressed?	
Can this system be scaled to meet future business needs?	