A picture containing text, clipart

Description automatically generated

**Sharp MXC407/507F Checklist**

1. Ensure Machine is clean including power cords \_\_\_

**Customer Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Machine E.I.D.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Model**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Machine Serial Number**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BW Color**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tech Initials**

1. Machine locked to tray\_\_\_
2. All accessories installed\_\_\_
3. Verify machine has exit trays, and all brackets, rails/screws are correct for accessories\_\_
4. Enter “admin” as the password twice on bootup. This applies the password \_\_
5. Load toners\_\_
6. Get I.P. address (all settings changed on web page\_\_
7. Update firmware (settings/device/scroll down/update firmware/note: unzip the file before selecting browse)\_\_
8. Set clock (settings/device/displayed information/date and time/select time zone/manually set date and time/save)\_\_
9. Set all trays to plain paper and substitute size to letter/A4 (settings/paper/type/all except manual envelope/save. Settings/paper/sub size-letter/A4/save)\_\_\_
10. Set Energy Save (settings/device/power management/set sleep to 30 min./hibernate timeout disabled/save)\_\_\_
11. Color Saver disabled (settings/device/eco-mode/color saver-unchecked)\_\_\_
12. Add Meter and Supplies email (**This can only be done after the SMTP settings have been entered. If you don’t have this information, it will have to be done at the customers office.** Settings/device/notifications/email alerts setup)\_\_\_\_
13. **Turn off Fax Line not connected red light.** (System Settings/Fax/Fax Set up/ General Settings/Disable Line Connected Detection)
14. **Delivery Checklist on the back**
15. Make sure checklist is complete (13. May have to be done on site)\_\_\_
16. Gather all accessories/surge protector for customer (check delivery ticket)\_\_\_
17. Ensure Machine (and Finishers) are strapped in with cardboard edging and Styrofoam backing\_\_\_
18. Verify location on delivery ticket\_\_\_
19. Lets Sales Rep and customer know when you are leaving\_\_\_
20. Gather information off of old machine (if possible, clone)\_\_\_
21. Install new machine, machine info, print drivers, and install Netgateway or meter/supplies email\_\_\_
22. Provide training for Customer (Customer Initial\_\_\_\_\_\_)