CU*ANSWERS Network Services
Workstation Questionnaire

Please note - This form **must be completed and returned in its entirety** to ensure your order is configured and delivered properly.

- Failing to do so may result in units being delivered with basic configurations.
- (You will be informed prior to shipment if we cannot meet any of the requirements documented on this questionnaire).

Workstation Configuration –

1. Time Zone (ex. EST): _____

2. Computer Name:
   - ☐ Default Dell service tag
   - ☐ Other, please specify: _____

   **Note: Units cannot have the same name on the same network. Please keep this in mind (especially when replacing units)*

3. IP Address Information: (If you are unsure and a managed client, CNS can assist)
   - ☐ DHCP *(Automatic IP address assignment)*
   - ☐ Static, please provide the following *(Manually set)*:
     - o IP address: _____
     - o Subnet: _____
     - o Gateway: _____
     - o DNS: _____

   **Note: Units cannot have the same IP address on the same network. Please keep this in mind (especially when replacing units)*

4. Printer Connections: (Please include any printers that need to be installed)

Name	Make/Model	Connection Type	IP or Server path
Ex. Teller Laser	Ex. HP LaserJet P3015	Ex. Ethernet or USB	Ex. 192.168.1.1 or \\server\<printername>

5. Adobe version to be installed:
   - ☐ Reader (Installed by Default)
   - ☐ Standard/DC (Separate Purchase)

6. DUO Installation Required: (Unsure of what DUO is - Learn More).
   - ☐ Yes
   - ☐ No

7. Set BIOS Password: (This is an optional measure for additional security).
   - ☐ Yes
   - ☐ No

   If yes: _____

GOLD Configuration –

1. Branch Information:
   Name: _____
   Number: _____

2. Is this replacing an existing workstation:
   - ☐ Yes – Current GOLD ID (ex. XX01A01): _____
   - ☐ No – New ID Needed: (Please complete the forms linked below and attach them to the ticket)

     | [Gold ID Form](#) | [Print Sessions Form](#) |

3. Print Session Information: (Please include the print session IDs - ex. XX01L01):
   - ☐ General: _____
   - ☐ Check: _____
   - ☐ Receipt: _____
   - ☐ Loan: _____

ProDOC Configuration –

1. Who Manages your ProDoc Solution: (Choose one)
   - ☐ **CUA** Imaging Solutions (Installed by Network Services)
   - ☐ **eDoc** (Select Installation Option)
     - ☐ Internal Staff: _____
     - ☐ eDoc (Additional $125 per workstation)
     - ☐ CUA Imaging Solutions ($100 for the first workstation , $50 per additional)

2. Will there be a signature pad attached:
   - ☐ Yes – Model Number (ex. T-LBK462-KB-R): _____
   - ☐ No

3. Will there be a scanner attached:
   - ☐ Yes - Make (ex. EcoScan): _____ Model (ex. I4s): _____
   - ☐ No

Shipping Information –

Street: _____
City: _____
State: _____
Zip Code: _____

Additional software to be installed/comments:

_____
_____
_____

Client Name (please print): _____   Phone Number: _____

Client Signature: _____   Date: _____

**When you are ready to install the new workstation, please allow 30-60 minutes for a workstation installation that only requires a CU*BASE and ProDOC setup.*

**By signing this form, you verify that the information on this sheet is correct. If you have any questions or concerns, please contact Network Services or update the ticket.*