



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: _____

CBX 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)
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.**