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imagePROGRAF (iPF) - Installation checklist

Congratulations on the purchase of you Canon imagePROGRAF solution. In order to assist us with the installation of your new device, Canon requires a number of safety and technical details prior to delivery. You may need to consult with your IT department or IT supplier in order to obtain this information.

Please complete the below checklist and the sections that are relevant to the device and the premises where the device will be installed, and return via email to coordination_install@canon.com.au. On receipt of this information and Installation Coordinator will contact you to obtain a suitable delivery and installation date. Page 4 'Authorisation' MUST be completed.

Information supplied in this form is imperative for a smooth installation and additional costs will be incorrect if the Installation Coordinator is required to attend subsequent callouts due to missing or incorrect information. Site/ network readiness or other reasons outside Canon control.

If you have any queries or concerns with any aspect of Canon's installation process, please contact our Installation Coordinators on 1300 881 275.

The information provided below will determine the safety aspect of the delivery and installation. Canon may need to perform a Hazard Assessment on some sites.

Site installation checklist

DELIVERY AND INSTALLATION WILL NOT PROCEED UNTIL THIS SECTION IS COMPLETED AND RETURNED TO coordination_install@canon.com.au		
WILL THE DELIVERY TEAM:-	Y	N
• Be able to deliver and setup the device in its location		
• Need to negotiate Stairs		
• Have Restricted Access and/ or need to be inducted		
• Need to move device through Narrow Doorways		
• Be in proximity of high risk plant/ vehicles etc.		
• Be required to wear Personal Protective Equipment (PPE)		
As detailed above, difficult or complex installations may incur additional charges.		
• Does the location of your new Canon iPF solution have a live power outlet(s)?		
• Does the location of your new Canon iPF have a data port(s) that are active (mandatory for network connections)? We will also require the customer to supply an Ethernet Network Cable(s), or these can be made available to purchase from the installing engineer.		
• Have you organised to have an IT support person contactable during the installation?		
• Training will commence directly after the installation is complete. Is this suitable? Please ensure that the required staff are available (Maximum of 5 people)		

imagePROGRAF solutions		Power outlet(s)	Network port(s)
imagePROGRAF printer	iPF printer only (refer to price list for models)	1	1
imagePROGRAF MFP - L series	Includes: - imagePROGRAF printer - imagePROGRAF L series scanner	2	2
imagePROGRAF MFP - M series	Includes: - imagePROGRAF printer - imagePROGRAF M series scanner - All in One Touch Screen PC (19.5") - Power board - HASP USB dongle (where applicable)	1	up to 2 (if AIO PC network option is purchased)
imagePROGRAF MFP - T series	Includes: - imagePROGRAF printer - imagePROGRAF T series scanner - Power board - All in One Touch Screen PC (15.6")	1	up to 2 (if AIO PC network option is purchased)

imagePROGRAF MFP compatibility list (scanner)

Colortrac L24 series scanner
- Included with imagePROGRAF 24" 5 colour printer models only (iPF670)

Colortrac L36 series scanner
- Included with imagePROGRAF 36" 5 colour printer models only (iPF770)

Colortrac M25 scanner
- Included with imagePROGRAF 24" 5 colour printer models only (iPF6xx series)

Colortrac M40 scanner
- Included with imagePROGRAF 36" 5 colour printer models (iPF7xx)

Colortrac T25 series scanner
- Included with imagePROGRAF 24" 5 colour printer models only (TX-2000)

Colortrac T36 series scanner
- Included with imagePROGRAF 36" or 44" 5 colour printer models only (TX-3000, TX-4000)

Customer contact details

Company name (as per order)				
Address and location of device				
Salesforce ID (reference number)		PO# (if applicable)		
Canon Account Manager or Business Partner				
	Name		Phone number	Email
Contact (primary)				
Contact (IT)				

Connection type

	USB			Network	

Ensure network installation section for printer and scanner controller (where applicable) are completed if selected

Network installation (printer)

TCP/IP type		Static		Dynamic
Host/ Printers name				
IP Address				
Subnet mask				
Gateway				
Primary DNS				
Secondary DNS				
Domain name				
Internet connection is required for automatic device software updates				
Do you have a Proxy Server?		Yes		No
Proxy Server Name				
Proxy Server address				
Proxy Server port				
Proxy Username				
Proxy Password				

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Network installation (All in One [AIO] PC – scanner controller)

TCP/IP type		Static				Dynamic	
Host name							
IP Address							
Subnet mask							
Gateway							
Primary DNS							
Secondary DNS							
Domain name							

Operating system/ Print requirements

- Please indicate in the appropriate box the current operating environment on site.
- The installing engineer will install drivers and software (detailed in the Standard installation inclusions) to one computer (workstation) only. If you need drivers installed on additional computers (workstations) an additional charge will be incurred. Please indicate how many computers (workstations) will be required
- The below drivers are in addition to the AIO PC included with imagePROGRAF MFP solutions (where applicable). The AIO included with the imagePROGRAF MFP solution will have drivers and software installed as a part of the standard inclusions for those solutions.

Windows		version		Unix		version	
Macintosh		version		Novell		version	

Other/ Comments:

Additional computers (workstations)		Number required	
Charges will apply for additional installations			

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Authorisation

I _____, confirm the information provided is accurate and acknowledge and agree additional charges may apply as stated in this document, and/ or where additional costs are incurred due to inaccurate or missing information:

- It is our transport carrier's role to place your new imagePROGRAF solution in its install location, Canon installing engineers cannot relocate devices.
- All devices are required to be installed into a safe and unrestricted area which provides access to all panels. If you are unsure whether your space is sufficient, please provide dimensions of available space.

Length (mm)		Width (mm)		Height (mm)	

Comments:

Once completed this form is to be emailed to implementations team
Email: coordination_install@canon.com.au

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imagePROGRAF Printer
imagePROGRAF printer installation - standard inclusions

Requirements detailed in the product setup guides adhered to
- Installation Space
- Manual handling techniques

Printer delivered and attached to stand

Packaging materials removed

Attach Basket

Assemble and attach Stacker (where applicable)

Power On Printer

Install Ink Tanks

Install Print head(s)

Run up printer per instructions

Load Adjustment Paper
- Automatic print head adjustment completed
- If failed for any reason will be executed manually

Store Accessories in the storage locations on the device

Complete calibrations (model dependent)
- Colour Calibration for 8 and 12 colour models
- Head Angle or Inclination for 5 colour models

Enable automatic firmware update on the device (where available)

Connect printer using USB or network (wired or wireless)

Download installation files required to complete software installation

Install imagePROGRAF software (one computer only unless stated otherwise in the previous section)
- imagePROGRAF Printer Driver
- imagePROGRAF Firmware Update Tool
- imagePROGRAF Media Configuration Tool
- imagePROGRAF Direct Print and Share
- imagePROGRAF User Manual

A test print performed from computer to verify connection and operation

Optional Software (may be charged at standard hourly rate)	**Yes/ No**
• Accounting Manager	
• Print plug-for DPPP/ Photoshop/ Lightroom	
• Print plug-in Microsoft Office	
• Device Management Console	
• AutoCAD Optimisation Module	
• Cloud integration to Direct Print and Share	
• Customised media configuration (via Media Configuration Tool)	

Other: (please specify)

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imagePROGRAF printer training – standard inclusions
Training will utilise the User Guide during delivery
Identify Printer Parts • Covers • Carriage Unit • Ink Tank Cover • Stand and Basket

Operation Panel
• Menu and operation
    o Device settings
    o Paper related settings
    o Auto maintenance settings
    o Printer Information (identify serial number)
    o Test Prints
        ▪ Nozzle Print
        ▪ Status Print
    o Firmware Update

Paper handling – loading and unloading

Printer maintenance
• Cleaning the printer
    o Exterior
    o Inside Top cover
• Adjustments for better print quality
    o Print head
    o Paper feed
    o Advanced paper control
        ▪ Head height
        ▪ Vacuum strength

Consumables handling and replacement • Print head • Ink tanks • Maintenance Cartridge • Cutter
imagePROGRAF Printer driver overview • Device Settings • Main Tab • Page Setup Tab • Layout Tab • Favorites Tab • Maintenance Tab • Status Monitor
Direct Print and Share • Shortcut Print
Troubleshooting • Refer to imagePROGRAF User Guide -> Troubleshooting
Show where to obtain drivers and updates • Refer to www.canon.com.au/en-AU/Business/Support/Drivers-and-Downloads

Register Warranty or Onsite Service and Support pack
• Register product online via http://canon.com.au/register
    o This isn't done automatically
    o Customer required to complete this step
    o Understand and accept Terms and Conditions for Warranty or OSS
    o Mandatory requirement for future servicing needs

YouTube channel • https://www.youtube.com/canonbusinessau

imagePROGRAF printer training – optional

Other:

A Professional Services Consultant or Trainer will contact you to discuss options and pricing.

imagePROGRAF MFP
L series scanner installation - standard inclusions
imagePROGRAF Printer installation above
Requirements detailed in the product setup guides adhered to
Scanner attached to printer
Cable clips and return guides fitted
Packaging materials removed
Connect power and network to scanner
Configure network settings as provided
Perform firmware update on scanner (where applicable)
Perform calibration and stitch adjustments
Install software 'L Scan App' on one PC (only one PC can be connected per subnet)
Perform a copy, scan to USB and scan to PC

L series scanner training – standard inclusions
Includes imagePROGRAF Printer Training
Familiarisation with the scanner operation panel
Identification and familiarisation of the user documentation
Open and closing the scanner
Maintenance and cleaning
Original handling (loading/ unloading and removal)
Review Settings and Maintenance functions   - Checking firmware version   - Network configuration   - Update firmware   - Save default settings   - Reset settings to default   - Copy length adjustment
How to perform Calibration and stitch adjustments using calibration sheet
Navigate scan settings   - Colour mode (colour, monochrome or BW)   - Quality   - Document sizes including automatic   - Scale   - Brightness   - Black point   - White point   - Crop borders
Perform: - Copy   - Specify number of copies   - Scan to USB   - Scan to PC   - Including changing file type and location
YouTube channel – How to operate an L Series scanner   https://www.youtube.com/watch?v=rnIOCS98qC0&list=PLdjusQgp4g93uzmyQN8WWpm6m0yf-wUty&index=33

L series scanner training – optional
Other:
A Professional Services Consultant or Trainer will contact you to discuss options and pricing.

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M series scanner installation – standard inclusions
imagePROGRAF Printer installation above
Requirements detailed in the product setup guides adhered to
Build stand and attach scanner
Customer to select appropriate AIO PC attachment option (else default right hand side configuration will be used)
Attach and connect AIO PC
Setup AIO PC with default username
Install SmartWorks scanning software
Install Scanner USB driver
Install imagePROGRAF software on the supplied AIO PC (per imagePROGRAF Printer installation above)   Up to 1x additional networked computer (workstation) should the printer also be connected to the network
Connect all devices via USB (printer can also be connected to customer network)
Networking of the supplied AIO PC is NOT included (may be completed for an additional charge)
Set imagePROGRAF printer as the Default Printer
All cables wrapped using supplied cable wrap and placed in cable holder locations
Note: printer is in the ready state prior to starting SmartWorks scanning software   • Must have paper loaded   • Software may shutdown should printer not be the default and online
Update Scanner firmware (where applicable)
Perform calibration and stitch adjustments
Networking of the supplied AIO PC is NOT included (may be completed for an additional charge)

M series scanner training – standard inclusions
Refer to imagePROGRAF Printer Quick Start Training above
Identification and familiarisation of the user documentation
Familiarisation with the scanner operation panel
Open and closing the scanner
Maintenance and cleaning
Original handling (loading/ unloading and removal)
Familiarisation with and using the AIO PC
Identify 3 main functions   • Copy, Scan and Print   Basic and Advanced modes
Copy with and without Preview   Identify and use Presets

Scan to a location using preview function
 • Identify locations (folder, USB, email, cloud)
 • Locate USB ports on AIO PC
 • Image adjustments
     o Brightness and contrast
     o Black and White points
     o Deskew
     o RGB adjustments
     o Crop
     o Invert and mirror
 Thresholding

Settings and Utilities   Identify how to change default Preset
Calibrate scanner using Calibration target supplied

M series scanner training – optional
Other:
A Professional Services Consultant or Trainer will contact you to discuss options and pricing.

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T series scanner - standard inclusions
imagePROGRAF Printer installation above
Requirements detailed in the product setup guides adhered to
Build stand and attach scanner
Attach and connect AIO PC
Setup AIO PC with default username
Install SmartWorks scanning software
Install Scanner USB driver
AIO PC power lead and network cable (if applicable) routed through pole
Install imagePROGRAF software on the supplied AIO PC (per imagePROGRAF Printer installation above) Up to 1x additional networked computer (workstation) may be configured should the printer be connected to the network
Connect all devices via USB (printer can also be connected to customer network)
Set imagePROGRAF printer as the Default Printer
All remaining cables routed via clips supplied in cable holder locations
Update Scanner firmware (where applicable)
Perform calibration and stitch adjustments
Networking of the supplied AIO PC is NOT included (may be completed for an additional charge)

T series scanner training - standard inclusions
Refer to imagePROGRAF Printer Quick Start Training above
Identification and familiarisation of the user documentation
Familiarisation with the scanner operation panel
Open and closing the scanner
Maintenance and cleaning
Original handling (loading/ unloading and removal)
Familiarisation with and using the AIO PC
Identify 3 main functions • Copy, Scan and Print Basic and Advanced modes
Copy with and without Preview Identify and use Presets

Scan to a location using preview function
• Identify locations (folder, USB, email, cloud)
• Locate USB ports on AIO PC
• Image adjustments
   o Brightness and contrast
   o Black and White points
   o Deskew
   o RGB adjustments
   o Crop
   o Invert and mirror
Thresholding

Settings and Utilities Identify how to change default Preset
Calibrate scanner using Calibration target supplied
T series scanner training – optional
Other:
A Professional Services Consultant or Trainer will contact you to discuss options and pricing.

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Documentation (required for service staff and authorised personnel)	
imagePROGRAF Printer Only	
imagePROGRAF Setup Guide	Included with the printer
imagePROGRAF Stand Setup Guide	Included with the printer or printer stand
imagePROGRAF Roll Unit Setup Guide	Included with the Roll Unit
imagePROGRAF Output Stacker Guide	Included with the printer stand or stacker/ basket unit
imagePROGRAF User Guide	Available for download
imagePROGRAF MFP	
Colortrac L series Icon Guide	Included with the L series scanner
Colortrac L series Scanner Guide	Included with the L series scanner
Colortrac M series Stand Assembly Instructions	Included with the M series scanner
Colortrac M series User Instructions	Included with the M series scanner
Colortrac M series Kit Key Tray Medium Assembly Instructions	Included with M series Kit Tray Medium Assembly
Colortrac M series SmartWorks User Guide	Built in to SmartWorks software
Colortrac M series SmartWorks MFP Installation & Quick Start Guide	Included with the M series scanner
Colortrac AIO M series User Instructions	Included with the M series AIO PC
Colortrac AIO M series Quick Start Guide	Included with the M series AIO PC
Colortrac T series and SmartWorks MFP5 User Manual	Included with the T series scanner
Colortrac T series SmartWorks Quick Start Guide	Included with the T series scanner