

# Cannon IV Professional Installation Services for Toshiba Solutions



## Professional installation is part of our solution.

Integrate Toshiba multifunction products into your imaging and printing environment quickly and without disruption.

### Get the most from your Toshiba technology — right from the start.

Cannon IV does not just install copiers or MFPs or even printers. Cannon IV is a provider of managed print services and we approach the installation of your Toshiba printing device in that manner. We will work to understand your needs and goals and plan the installation of your Toshiba device as part of a total solution and not just as a piece of equipment. Toshiba products incorporate advanced document technology including network scanning, document creation and conversion and a sophisticated document storage system among many other standard features. Cannon IV will help you understand the capabilities of your new device(s) and work to integrate it within your document workflow.

Cannon IV will work with your IT staff to develop an implementation plan. This includes not only the delivery of the device but also a timeframe for product training for identified staff members. Training will include a comprehensive review of the product, including document scanning, printing, filing, and digital sending.

### Benefits

- **Impressive results** - Fast, efficient, cost-effective installation conserves your staff resources and time for other important IT functions.
- **Reduced complexity** - Expert printer/scanner network setup can simplify your IT and imaging and printing infrastructure environment.
- **Minimum disruption** - Cannon IV specialists are trained to help keep installation activities from impacting your business operations.
- **Quality performance** - A Cannon IV-employed Service Engineer makes sure that products are installed and set up properly for optimum performance right from the start.

We appreciate the importance of your time. The professional installation service Cannon IV provides will lessen the amount of time your IT staff will have to spend learning and understanding the device.

Details on reverse.



## Comprehensive service with outstanding results

Cannon IV will work closely with you and your staff to develop and coordinate a schedule that outlines tasks and resources. Cannon IV helps identify necessary activities, a timeframe for each activity, and the responsible party — Cannon IV, your staff, or other vendors. The result is a smooth, hassle-free, disruption-free installation process.

### Overview of Cannon IV Installation Services for Toshiba Solutions:

- Toshiba device unpackaged; movement of packing materials to a convenient, designated location at device's site and connection of device to proper power source.
- Installation of purchased or leased Toshiba device accessories such as stapling finishers, extra trays, etc.
- Hardware verification; Cannon IV engineer will power-on device, verify functionality and run standard tests and diagnostic routines, as applicable, to verify that device is operational.
- Configure paper trays, sleep timer and power save per client's direction.
- Installation of Toshiba print driver(s) on either a single PC workstation or assist client's IT administrator with installation of print driver(s) on client's network server.
- Device network setup, including programming of IP address and network settings.
- Configure fax settings to represent correct header and fax number.
- Training and 'walk through' of Toshiba's TopAccess, Toshiba's embedded web interface with device.
- Assist client with completion of required information on TopAccess regarding LDAP configuration, data backup and scan and network settings.
- Assist client with establishing template creation, three e-Filing boxes, TWAIN scanning, Internet scanning, user management.
- Delivery of all end-user electronic networking guides.
- Assist client with configuration of scan-to-Email and scan-to-folder settings.
- Installation and training of fax driver to one desktop or network server.
- Configure fax forwarding to a single E-mail address.
- Overview of instructions for Email alerts through TopAccess.
- Training on day-to-day usage of Toshiba device.
- Overview of complimentary Toshiba operator troubleshooting line.



### Cannon IV - The best choice for service

Cannon IV, Inc., founded in 1974, is the leading independent provider of managed print services, and technology, with more than 3,500 customers nationwide. Cannon IV integrates best-in-class systems from leading manufacturers, such as HP, Toshiba, Panasonic, Capella Technologies, PaperCut, Pharos Systems and MPI Technologies, to improve document workflow and increase efficiency. As an HP Office Printing Solutions Elite partner, Graphics Elite Design and Public Sector Elite certified business partner, Cannon IV is dedicated to staying ahead of the ever-changing world of office technology. This has facilitated Cannon IV's ability to provide innovative managed print services programs and an ever-expanding line of printers, multifunction printers, and related equipment and software applications. Cannon IV is headquartered in Indianapolis, Indiana, with a regional office in Columbus, Ohio and operations in Texas.

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