



8101 Cessna Ave - - Gaithersburg, MD 20879
 Phone: 301-990-6500

PRE-INSTALL INFO

Date	Pre-Install#
04/15/10	GT415101809

Pre-Installation Information Sheet For

Joe Customer
 Test Company

Pre-install # GT415101809

Qty	Description	Voltage	Phase	Hz	Nominal Current Draw	Circuit Recommended	Required Receptacle	Notes
1	Perfect Match for Pitney Bowes Flowmaster	110 / 220	Single	50-60Hz	4 Amps	15A	Standard 110 Wall Receptacle	Note: The turn-over unit on the Flowmaster must be equipped with an AC Motor for proper operation of the Perfect Match. If not, the customer must have an AC motor installed prior to MCS Installation. Power Conditioner for controller & PC is recommended.
1	Additional BW MicroVision Camera	N/A	N/A	N/A	N/A			Camera is powered via USB connection to Perfect Match Host Processor
1	4600 Array (4" System 2 inch + 2 inch config) with single controller	110 / 220	Single	50-60HZ	4 A	15 A	Standard 110 Wall Receptacle	Power Conditioner for controller & PC is recommended
1	MCS 530 Transport	110-115	Single	60 Hz	10 AMPS	15A	Standard 110 Wall Receptacle	
1	S-800 2nd Generation Infra-Red Dryer	220-240	Single	50-60Hz	33 AMPS	50A	Customer's electrician to wire 50 Amp circuit with appropriate femal recepticle and supply a corresponding males recepticle that MCS will connect to.	Customer is responsible for suitability of use of S-800 with transports other than MCS 525, 530, 715, 915/925 or 1015. Precautions for heat resistance transport and belts are required.
1	Windows PC with industrial mount for screen/keyboard	110 / 220	Single	50-60Hz	5 Amp	15A	Standard 110 Wall Receptacle	Power Conditioner Recommended
1	Installation and Training - Perfect Match							

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Important Electrical Notes:

MCS Technicians are not licensed to perform any manner of electrical work on customer premises. It is therefore the responsibility of the customer to contract and provide for major electrical requirements of the installation prior to the actual installation date and possible minor electrical work at time of installation. Please note that lack of proper electrical requirements may delay the installation.

Initials _____

Please make note of all the power requirements and PC specifications. Once you review this form please sign and fax back to MCS Technical Services. We cannot arrange for installation until all forms have been signed and faxed back to us. Please be aware that if our technician arrives and the site is not ready, we may bill you for the additional time at \$100/hr until the site is prepared.

Initials _____

Important Notes on Receipt of Shipment:

All equipment has been well packed and prepared for transport with the carriers we use.

IF ANY CARTONS, CONTAINERS, SKIDS, ETC., APPEAR DAMAGED FROM THE OUTSIDE, PLEASE ADVISE MCS IMMEDIATELY. ALSO -- PLEASE REMOVE CRATING AND ADVISE MCS IF ANY COMPONENTS APPEAR DAMAGED.

If a shipment appears damaged take several digital photographs that show the damage.

If Transport Bases and conveyors are included in the order, they will be crated and sent via ground freight to your location. Please inform us if you have a truck high dock so that we may make arrangements to get a truck that allows for lower than normal heights. Failure to do so can delay the installation process. Please be aware that depending on your location in the continental United States, freight can take as long as 5 to 6 business days.

Initials _____

Important Notes Regarding Installation

An installation typically takes a few days :

Day 1: Arrive onsite and install/setup the equipment. Depending on time allotted some software and hardware training will usually begin on the first day. Perfect Match and IR-Track systems will typically take longer Initials _____

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Day 2+: Once installation is complete, on site training continues and we typically assist in running your first job -- or in the case of Perfect Match or IR-Track installations, a dummy job may be substituted. During this time we cover all common setups and operations and answer any questions you may have.

Once installation is complete -- we will review our activities with you and have a sign-off on the lease or pick up a check for the remaining balance owed on the equipment. Initials _____

Additional Perfect Match Preparation Requirements

Customer is required to provide a sample data file of 1,000 records (can be any of the ARRAY formats*, but must contain a 7- or 8-digit index/sequence number, preferably in Field 1 or 2)

Customer is also required to provide 1,000 pieces of sample stock (if you have a job that is coming up that will be run on the Perfect Match System, this stock is preferred) - this means the material to be inserted (with OCR or barcode to be used already printed on it*) AND the envelopes.

* - Please refer to the Job Preparation for Perfect Match System

Note: Please make arrangements to have all personnel that will be using the Matching System available for training. This will insure that everyone gets proper instruction on the operation of your new system.

MCS ImagerPro 800 supports the following file types:

- CSV
- 1 Up Format
- Text 1
- Text 2
- Scitex
- Variable Format
- Custom

Job Preparation for Perfect Match System

The MCS Perfect Match System reads Data Matrix barcodes, and OCR sequence numbers.

Qty	Description	Voltage	Phase	Hz	Nominal Current Draw	Circuit Recommended	Required Receptacle	Notes
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It is recommended that the customer standardize on a Job Preparation for Perfect Match System.

The MCS Perfect Match System reads Data Matrix barcodes, and OCR sequence numbers.

It is recommended that the customer standardize on a seven- or eight-digit number to avoid duplicate printing. Numbering should incorporate leading zeros, for example, '0000152'.

- * Data Matrix Code Size \geq 1/4 inch, \leq 1 1/2inch
- * Cell Size \leq 12 cells
- * DPI \geq 300 dpi
- * Recommended Clear Zone \geq 1/2inch
- * Clear zone must have no other print in area

The Data Matrix code can be printed anywhere that the camera can see it of the inserter. The data in the data matrix code should only be the sequence number. Leading zeros are required to give the barcode a uniformed size though out the job.

OCR Sequence Numbers

- * Size \geq 6 pt \leq 8 pt
- * Font OCR A, or OCR B
- * DPI \geq 300 dpi
- * Required Clear Zone \geq 1/2inch
- * Clear zone must have no other print in area

Although the camera system can learn many fonts for OCR, we recommend standardizing on OCR A or B

Initials _____

Printing and Converting Considerations

When using either the data matrix code or OCR sequence numbers, it is important to realize that the print quality from your laser system and your converting process quality are critical for successful reads with the matching system.

When you start printing a job with your laser printer, make sure you incorporate quality control procedures regarding the barcode or sequence number. Look for erroneous printing of dots or fuzzy printing. If the entire run is produced with faulty barcodes or OCR sequence numbers, there is little you can do to make it work.

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When the document is converted (cut and or folded), it is critical that the cut and fold be identical on every form. The camera is looking at one spot to read the data, and if the pieces are folded even slightly differently, the system will have trouble getting consistent, successful reads.

Initials _____

Data File Considerations

Using the standard Array Imaging data file, place the sequence data in the first or second field. You cannot use record number. You must use leading zeros. Seven or eight digits are recommended. Do not use the same sequence number within a job, even if you split the job up.

Initials _____

Sold To: Test Company
Joe Customer
123 Anywhere Street
anytown, MD 20879
USA

Phone: 555-555-5555
Fax:
Email:

Ship To: Test Company
Joe Customer
123 Anywhere Street
anytown, MD 20879
USA

Phone: 555-555-5555
Fax:
Email:

Terms	Rep	P.O. Number	Ship Via
	Administrator		

Agreement of Pre-Install Requirements by Test Company

On Behalf of Test Company, I hereby understand the pre-installation requirements outlined above agree to make required preparations as needed above.

Name _____

Pre-Install # GT415101809

Title _____