Printer installation checklist

CHECKLIST

BEFORE IT ARRIVES

- [ ] The request is approved, and who approved it is written on the new printer request form.
- [ ] The room has a power socket close enough, and a wired network port that is switched on.
- [ ] There is space round the machine for the trays, the finisher and the doors to open.
- [ ] The name is chosen from the school's naming convention, and an address is reserved for it.
- [ ] For a leased copier, the copier company has booked the delivery and the technician's visit.

ON THE NETWORK

- [ ] Plugged into the wired network, not set up on wifi, unless the room has no port.
- [ ] A configuration page printed from the panel, to read the address it is really using.
- [ ] The address matches the reservation, or a static address is set on the printer.
- [ ] It sits on the printers' VLAN or subnet, apart from student devices and guest wifi.
- [ ] The firmware version is noted, and updated from the maker or the copier company if a newer one is out.

ON THE PRINTER

- [ ] The default administrator password is changed and kept in the school's password manager.
- [ ] Services nothing in the school uses are turned off, with a test page printed after each one.
- [ ] The printer's own name and location are set to the chosen name, the same as everywhere else.
- [ ] Date and time are right, so its own logs can be read.
- [ ] The sticker on the front shows the name, and who to call when it stops.

PAPER AND FINISHING

- [ ] Each tray is loaded and its paper size and type are set on the panel to match what is in it.
- [ ] The finisher, if there is one, staples, punches and folds a test copy the right way round.
- [ ] Spare toner, staples and a waste toner bottle are in the room or the copy room store.

Free to copy, change and share.

IN THE PRINT SYSTEM

- [ ] Added to the print server, print system or device management under the chosen name and location.
- [ ] Double-sided set as the default where the school asks for it, and colour limited if it should be.
- [ ] Only the people and rooms meant to use it can see it.
- [ ] The old printer it replaces is removed from every list, so nobody sends to a machine that is gone.

TEST AND HAND OVER

- [ ] A test job sent from a staff computer, and from a Chromebook or iPad if staff use them, prints correctly.
- [ ] A double-sided, stapled test copy comes out the way a teacher would expect.
- [ ] The details are copied into the printer inventory: model, serial, address, name and lease end.
- [ ] Staff who will use it are told its name, where it is and what it can do.

Free to copy, change and share.

INSTALLATION RECORD

Printer name	Location	Make and model	Serial number	IP address	VLAN or subnet	Admin password changed	Firmware version	Trays set	Added to print system	Test job printed	Installed by	Date