YOUR LOGO

bizhub Readiness & Handover Checklist

Complete every line before the device is signed off. Tick when done, mark N/A where the feature is not fitted.

Model: ☐ **C226** ☐ **C368** ☐ **C287** ☐ **C22** Options fitted: ☐ Fax kit ☐ Finisher ☐ Paper feed unit ☐ Other _____

Customer	Site / address	Serial no.	Job / ticket no.
Technician	Install date	Total meter at start	Total meter at handover

1. Installation & physical setup

- ☐ Unpacked, all shipping tape, pins and locks removed
- ☐ Placed level, ventilation clearance kept around the machine
- ☐ Options fitted and recognised by the device N/A ☐
- ☐ Powered from a dedicated outlet; power cord secured
- ☐ Trays loaded; paper size and type set for every tray
- ☐ Date, time and time zone set

2. Firmware & administrator settings

- ☐ Firmware version recorded _____
- ☐ Firmware updated to the approved release N/A ☐
- ☐ Default administrator password changed and handed over securely
- ☐ Device name, location and admin e-mail entered
- ☐ Authentication / account track set as agreed N/A ☐
- ☐ Energy-saver and auto-reset timers set

3. Network & scan destinations

- ☐ IP address set (static / DHCP reserved) _____
- ☐ Web Connection reachable from a PC on site
- ☐ Print driver installed and tested on agreed PCs
- ☐ Scan to E-mail: SMTP server, port and sender set N/A ☐
- ☐ Scan to Folder (SMB): share path and credentials set N/A ☐
- ☐ Address book / one-touch destinations loaded N/A ☐

4. Consumables check

- ☐ Toner levels C / M / Y / K: _____
- ☐ Drum / imaging units seated, no warnings
- ☐ Developer units installed and initialised N/A ☐
- ☐ Waste toner box fitted, not near full
- ☐ No consumable or service messages on the panel
- ☐ Spare toner left on site (qty) _____ N/A ☐

5. Functional tests

- ☐ Print from PC: mono, colour, duplex
- ☐ Copy: single, duplex, from document feeder
- ☐ Scan to E-mail received by the customer N/A ☐
- ☐ Scan to Folder file opened on the PC N/A ☐
- ☐ Fax: test send and receive completed N/A ☐
- ☐ Finisher: staple / punch / sort tested N/A ☐

6. Final test prints & handover

- ☐ Colour test chart: no streaks, banding or colour shift
- ☐ Configuration page printed and left with the customer
- ☐ Meter readings recorded above
- ☐ Key users shown: print, copy, scan, toner change, jam clearing
- ☐ Service contact and support number left on the device
- ☐ Packaging removed; work area left clean

Notes / open items:

Result: ☐ Ready for use ☐ Ready with open items (listed above) ☐ Not ready: return visit booked for _____

Technician

Name _____ Signature _____ Date _____

Customer acceptance

Name _____ Signature _____ Date _____

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