

## BASIC NOTES ON MACHINE INSTALLATION

- 1) Machine will be bolted to the floor for safety. You will need to prep the location prior to installation for this (or prepare to do at time of installation). We will supply the stud size and length from floor.
- 2) Need tooling information on what will be inventoried in the machine. We will load the data prior to shipment of the machine.
- 3) Need cost center, employee information, etc... in order to set-up the system for your needs. We can make suggestions and we can close on this issue through a series of questions (like an interview)
- 4) Employee identification. Easiest way is using a bar code. This is the way the machine is configured as standard and for this quotation. Employee can also manually identify themselves via the touch screen (user name, password).
- 5) Machine will arrive on a pallet. It weighs about 1500 lbs. A forklift will be required to unload the machine. The machine will arrive via standard double axle trailer. The forklift will also be required to lift the machine off of the pallet and on to the floor.
- 6) A network connection is required at the installation location (option to go wireless).
- 7) 110V power is required at the installation location
- 8) You will need to designate a workstation(s) to run the MATRIX –MANAGE software. This is for reporting and ordering.
- 9) Training – we will need access to key people involved in this project for training on how to use the system at time of installation. We will load the system with items as a part of the demonstration. We will need access to a conference room to give the primary presentation on the software. We'll bring a projector. We may have an additional training seminar (follow-up) to ensure no questions after using for a few days. We plan to do this via WEBEX. Good bandwidth is required to do this efficiently over the internet. We will be able to allow your employee to run the application over the internet or we can run your MATRIX database application over the internet for training.
- 10) We will need access to your IT department to facilitate connection of the machine to your network and to the workstations you designate for the MANAGE software. The Matrix requires an email account so it can send reports and purchase orders to the administrators. It only needs to send mail using SMTP. It does not need to receive mail. We will need a SMTP server mail port number, username and password (if required), email address and SMTP server name or address.