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IBML Installation Requirements

Customer Name: _____   Project: _____

Customer Contact: _____   Kodak Alaris Contact: _____

Expected 'Go-Live' Date: _____   Ref #: _____

Install Location: _____

Project Overview

Summary: *Brief description of the project, to include H/W, S/W and what the key points are*

Output Connectivity: *Brief description of what the output will be*

Introduction

Thank you for purchasing an IBML scanner from Kodak Alaris to support your document scanning needs for the future. Kodak Alaris is aware of the investment made by your company and are committed to working with you to ensure a timely installation to suit your needs. Kodak Alaris has extensive experience with IBML scanning projects and understands the complexities of integrating the IBML platform in to your infrastructure to provide the right images and meta-data from the scanner. We have therefore developed the following process documentation to aid in the timely completion of the installation and testing or your project.

Equipment to be delivered

Catalog #	Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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To ensure that we are able to deliver an efficient and timely installation of your IBML scanner(s) at [Site] it is important that the pre requisites are known and understood by all parties concerned. The following details your requirements and outlines the responsibilities for both you and Kodak so that your on-time installation can be successfully completed. Prior to installation a detailed Statement of Delivery (SOD) will be provided in addition to this document and the two documents must be considered together. Should there be any conflicts between the two documents, the SOD shall prevail.

Important:

Kodak Alaris will work with your project team to deliver the IBML solution. Unless otherwise agreed, the customer should ensure that the solution proposed meets their needs. While Kodak Alaris will do all it can to ensure this is the case, they cannot be held responsible for any issues that arise as a result customer needs not specified at the design stage. Should such an issue arise, Kodak Alaris will work with you to close any gaps and reserves the right to apply additional Professional Services charges to resolve such issues.

Responsibilities

Kodak Alaris shall: a) Deliver and install the IBML hardware as listed in the Sales Proposal.
b) Build Job Profiles to meet the requirements outlined in the Statement of Delivery (SOD)
c) Test Job Profiles with customer documentation to ensure conformance with SOD [1,2]
d) Provide Operator Training to key users
e) Provide a daily maintenance guide for the IBML scanner
f) Keep the customer up to date with installation progress and allocated Professional Services usage

Customer shall: a) Provide IT support as needed [3]
b) Provide appropriate system access to allow configuration tasks to be completed
c) Provide site and network capabilities as outlined in the 'IT for Professionals', 'Power Requirements' documentation and the SOD
d) Provide Schematic diagrams for Network infrastructures
e) Provide third party software support, either remotely or on-site, as needed

[1] We understand sometimes documentation cannot be released due to confidentiality issues. In these cases, delays may arise as full job testing and completion may only be possible once the IBML scanner has been installed and is fully operational.
[2] It may be possible to escort documents to Kodak Alaris's head office for job build
[3] Kodak Alaris will advise when these support services will be required on site.

It is important that the responsibilities listed are adhered to as this will assist a smooth installation process. Should the infrastructure and access required to enable our technicians to install and configure your scanner not be in place at the agreed time, the completion of the install may be delayed. Should this occur, additional time on site by our technicians will be charged against the Professional Services Days purchased with the installation. Our respective responsibilities may be further detailed in a contract between us and in the case of any conflict the contract prevails.

Checklist & Installation Documentation

There is supporting information that will enable you to put in place the infrastructure required to support the smooth installation and operation of the IBML scanner. The following is a list of the documents you have been provided with. If further clarification is required please contact either the Kodak Alaris Project Manager or IT Manager who's details appear later in this document.

Topic	Received: Name & Signature	Date
IT Infrastructure Requirements		
Statement of Delivery		
SQL – Database schema		
Site Power Requirements		
Site Survey		
Job Requirements		

IT Requirements

Network

Requirements It is strongly recommended that the IBML Environment is on an isolated network as defined in the accompanying documentation. The IBML scanner is configured to optimise data throughput, as such, configurations other than those referenced can incur minor latency penalties that can cause timing issues in a real time environment such as that in which IBML operates, for this reason it is strongly recommended that they are avoided.
Reference Material IT Implementation overview for Professionals - Section 2.4.1

Database

Requirements   Dedicated SQL database server for use by the IBML scanners.
An IBML scanner generates a large amount of data, sharing a database with other processes can build in delays which will interrupt the data flow of IBML possibly causing the scanner to stop.

Reference Material   IT Implementation overview for Professionals - Section 2.4.3

File Server (Image Server)

Requirements   A server dedicated to receive images that are output from the IBML scanner.
As with the database, IBML produces a high volume of data, sharing the resource with other processes can interrupt the ;real time' activity and feedback that the IBML solution relies on

Reference Material   IT Implementation overview for Professionals - Section 2.4.2

Site Access

Requirements   Size: Width: 32.38 inches; Length: 134.145 inches; Height: 48.33 inches
Weight: minimum of 940 lbs (427kg)
Additional frames or pockets will increase overall length and weight

Reference Material   ??

Power & Cooling

Requirements   Power: 230V~, 1 Wire + PE (single phase) 25A 50/60 Hz
Power connecter: 3 pin 16A Commando Plug
Cooling: to cope with 6,000 to 15,000 BTUs/hour

Reference Material   Sell sheet

Facilities - Delivery

Requirements   Sufficient room to receive each frame crated with room to unpack and manoeuvre to final location where each frame will be assembled

Reference Material   Sales sheet

Time Line

As part of the SOD preparation Kodak Alaris will invite you to its business centre to demonstrate the IBML with your documents so any specific requirements can be demonstrated & discussed at an early stage to fine tune specific job requirements.

The IBML scanner is a large machine with specific site requirements. For the physical installation to take place both the Power and site requirements must have been fulfilled.

Once the scanner has been installed and basic operation confirmed, the configuration and Job setup phase can start. This is a more involved phase and requires the IT infrastructure and support to be in place and suitable access rights available, without these in place configuration and Job set-up cannot proceed.

Typical time line of an installation

Installation task	Pre-requisites	Completed
Equipment order		
Initial analysis with IT & Project leads	Identified key stake holders	
SOD	Sample customer documents, data requirements and rules for meta-data needs	
Job build with customer documents	SOD – Job builds are based on SOD contents	
Follow up meetings	As required to verify / confirm progress	
Site Survey	Location known and power in place	
Delivery	Site access must be available	
Installation	Power requirements & IT infrastructure in place	
Job Setup & Configuration	Network & Database Access & IT support available	
Training	Appropriate Staff available	
Go live		

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Non Verified setup statement

The IBML solution runs in a 'Real Time' environment and makes decisions based on document data in real time. Infrastructure configurations outside of those defined in the 'IT for Professionals' document have not had a full IBML regression test. As a result, it is strongly suggested that configurations adhere to those recommended in order to avoid scanner demand feed situations or inability to scan due to data access issues.

We are aware that technology changes at an ever increasing pace, there are multiple options for IT infrastructure design that are different, and maybe more advanced, than those recommended by IBML and Kodak Alaris. Kodak Alaris has experience of such installations and while a solution is always found that meets the document flow and output needs, the design and testing phase of the installation can be compromised and / or delayed.

If a non verified configuration is used, Kodak Alaris cannot guarantee to resolve any issue that arises as a result of such a configuration. If it is shown, that an issue is due to such a configuration, any additional time may be charged to your Professional Services days purchased, or additional days may need to be purchased.

If you have a non verified setup, our technicians will look at your expected data throughputs and advise on the options available to you to meet the document flow and output needs.

Title	Responsibility		Customer	Kodak Alaris
Project Manager		Name:		
		Email:		
		Phone:		
IT Manager		Name:		
		Email:		
		Phone:		
Commercial Manager		Name:		
		Email:		
		Phone:		
Sign Off		Name:		
		Email:		
		Phone:		
Technical contact		Name:		
		Email:		
		Phone:		
		Name:		
		Email:		
		Phone:		