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EyeMedia Presite

Overview

The goal of this document is to obtain sufficient site data and to perform adequate preparations for a smooth installation of EyeMedia. Since the adoption of EyeMedia adds the complexity of the Internet to your workflow, a qualified network administrator or a third-party networking consultant should complete this document. Your Creo Representative will contact you to answer any questions you may have prior to installation.

Note: It is important that you complete this document as accurately as possible. Fields marked with an asterisk (*) are optional.

Once the document is complete, return it to Creo for review:

- ❒ Email the Customer Data Center at Remote.Install@creo.com, or
- ❒ Fax a copy to 1.604.437.9891 with Remote.Install@creo.com in the To: line

Prerequisites for an EyeMedia Installation

- ❒ Installed Prinergy® workflow
- ❒ Installed InSite software
- ❒ Completed *EyeMedia Presite* document
- ❒ Enabled Creo remote access:
  - Broadband
  - Modem (internal IP address required)

Recommended for an EyeMedia Installation

- ❒ Network topology diagram (drawing of the physical layout of your network). This diagram must be supplied to Creo for review before installation.
- ❒ Registration on eCentral™. eCentral is a powerful tool that facilitates your processes by providing you with immediate access to InSite information, technical resources, upgrades, and patches. Go to https://ecentral.creo.com to register.

Presite Information

All fields in this document must be completed except for those marked with an asterisk (*), which are optional.

Note: Type in the fields to enter information. Click the check boxes to select and clear them. If you are viewing this form using Adobe® Reader®, you can fill it in and print it, but you cannot save it to your hard drive or attach a digital signature. To save and submit the form electronically, use Adobe Acrobat®.

Table 1: Presite information—to be completed with a Creo Representative

Presite document	
Presite document sent date	
Presite document returned date	
Creo Sales Representative	
Creo Technical Consultant	
Expected installation schedule	Confirmed? Yes ☐ No ☐
Expected installer(s)	Confirmed? Yes ☐ No ☐

Table 2: Company information—to be completed by the customer

Company information	
Company Name	
Site name (if applicable)	
Company contact	
Contact email address	
Street address	
City	
State/province	
ZIP/postal code	
Country	
Primary telephone	
Primary fax	
Web site address	

Table 3: Company technical contacts—to be completed by the customer

Not all companies will use an IT consulting company, a Web-hosting company, or a Domain Name System (DNS) hosting company. If you are uncertain about how to compete a field, please leave it blank and your Creo Representative will help complete it.

Company technical contacts	
Primary Technical Contact	
Title	
Telephone	
Mobile telephone/pager	
Email address	
InSite experience	None ☐ Novice ☐ Skilled ☐ Expert ☐
Networking experience	None ☐ Novice ☐ Skilled ☐ Expert ☐
Will you be available during the installation? (If you answer No, ensure that a qualified networking consultant is available.)	Yes ☐ No ☐
*IT Consulting Company	
Company contact	
Title	
Telephone	
Mobile telephone/pager	
Web site and email address	Web site: Email:
*Web Hosting Company	
Company contact	
Title	
Telephone	
Mobile telephone/pager	
Web site and email address	Web site: Email:
*DNS Hosting Company	
Company contact	
Title	
Telephone	
Mobile telephone/pager	
Web site and email address	Web site: Email:

*Optional fields

Table 4: Prinergy system

Prinergy	
What version of Prinergy are you running (A.B.X.Y)?	
EyeMedia requires 3.0.2.1 or later. Will an upgrade be required?	Yes ☐ No ☐
What are the IP, gateway, and subnet mask addresses of the Prinergy system? (The EyeMedia server must reside on the same subnet.)	IP: Gateway: SM:
*What is the DNS name of the Prinergy server?	
*What is the name of the Prinergy WORKGROUP or DOMAIN? **Note:** The EyeMedia server must be in the same WORKGROUP or DOMAIN as the Prinergy system.	This is a: WORKGROUP ☐ DOMAIN ☐
What service pack is currently installed on your Prinergy primary server?	

*Optional fields

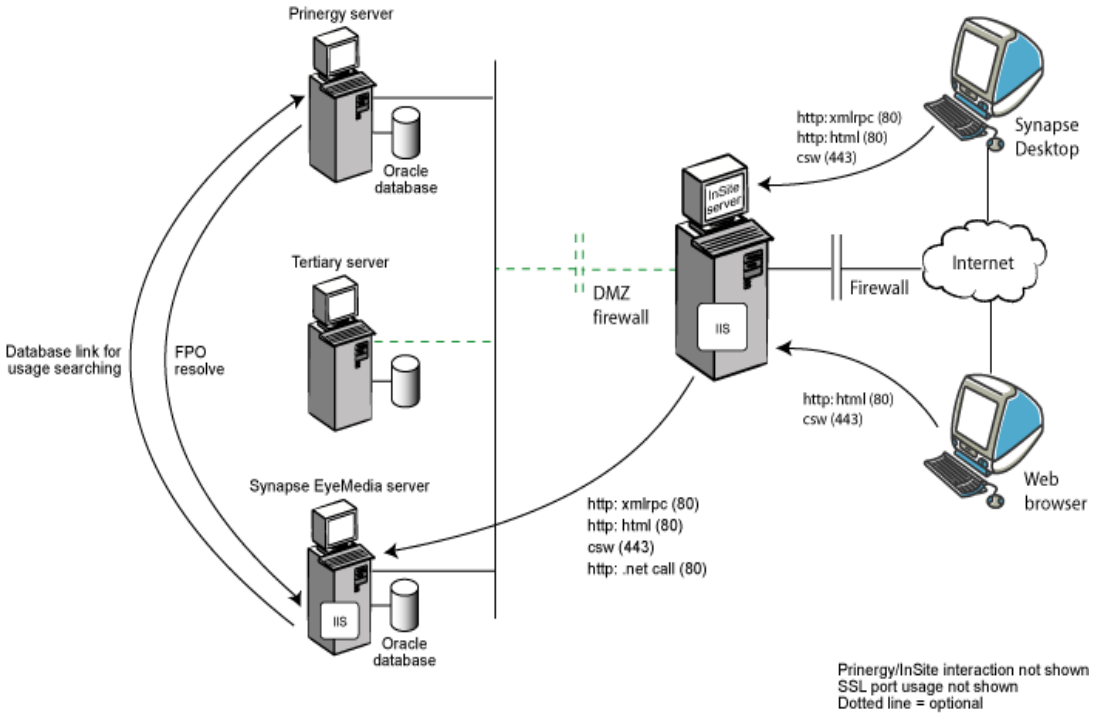
Table 5: InSite system

InSite	
What version of InSite are you running (A.B.X.Y)?	
EyeMedia requires 4.2.2.1729 or later. Will an upgrade be required?	Yes ☐ No ☐
*What is the DNS name of the InSite server?	
*What is the name of the InSite WORKGROUP or DOMAIN?	This is a: WORKGROUP ☐ DOMAIN ☐
What service pack is currently installed on your InSite server?	
What is the full domain name for the InSite server (for example, insite.company.com, proof.company.com)?	
*Do you have company graphic to replace the Creo graphic on the Login page? The GIF/JPEG graphic (650 x 470 pixels)?	Yes ☐ No ☐
*Do you have company header GIF/JPEG graphic (maximum height of 58 and recommended widths of 800 or 1024 pixels)?	Yes ☐ No ☐
*Do you have company footer text or a footer GIF/JPEG graphic (any height; recommended width of 800 or 1024 pixels)?	Yes ☐ No ☐

Table 6: InSite network connectivity information

Note: All information in this section is required.

This section contains the most important information for a successful InSite installation, and must be completed by a company network administrator or a third-party networking consultant.



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Network (TCP/IP) information for your InSite system	
Internal private (LAN) #1 IP and subnet mask (SM)—IIS for InSite (Port 80)	IP: SM:
Internal private (LAN) #2 IP and subnet mask (SM—Smart Review (port 443)	IP: SM:
External Public (WAN) #1, IP and subnet mask (SM)—IIS for InSite (port 80)	IP: SM:
External Public (WAN) #2 IP and subnet mask (SM)—Smart Review (port 443)	IP: SM:
Public router (WAN) IP and subnet mask (SM)	IP: SM:
Private router (LAN) IP and subnet mask (SM)	IP: SM:
Default gateway for the InSite server	IP:
Default primary DNS and secondary DNS address for the InSite server	Primary DNS: Secondary DNS:

Network (TCP/IP) information for your InSite system	
Brand and model of your firewall.	Brand: Model:
Firewall private (LAN) IP and subnet mask (SM)	IP: SM:
Is InSite in a DMZ?	Yes ☐ No ☐
Is InSite enforcing SSL?	Yes ☐ No ☐
If your InSite system is in a DMZ, you must open ports 80 and 443 from the InSite server to the EyeMedia server. Has this been done?	Yes ☐ No ☐
Creo remote access server: • Broadband. For complete requirements, download the *PPTP-based VPN Setup Guide* from https://eCentral.creo.com. • Modem	Broadband: Modem, First IP Address: Modem, Second IP Address:

Table 7: EyeMedia system

EyeMedia	
Your EyeMedia server requires a static IP address. What is the IP address, gateway, and subnet mask for the server?	IP: Gateway: SM:
What is the DNS name of your EyeMedia server?	
Has a DNS entry been made for the EyeMedia server?	Yes ☐ No ☐
Will you want to store your EyeMedia projects and libraries on a tertiary server? If yes, please answer the following questions:	Yes ☐ No ☐
What is the operating system running on the tertiary server? (Windows, Mac XServe, Unix)	
What is the share name? (Recommended name is **AraxiVolume_<servername>_<drive>**)	
You will need to create an Araxi user account on the tertiary server and allow read/write access to this share for this account. Has this been done?	Yes ☐ No ☐

Table 8: Network (client browsers)

Network (Client browsers)		
We highly recommend that you formulate a plan to ensure that your external customers (print buyers) use either Internet Explorer 5.0 or later on the PC, or Safari with OSX. Have you done this?	Yes ☐	No ☐
We highly recommend that you formulate a plan to ensure that your internal customers (staff) use Internet Explorer 5.0 or later. Has this been done?	Yes ☐	No ☐

Table 9: Remote administration (optional)

*Remote Administration		
Do you agree to allow Creo to use a **CREO\REMOTE jobs** folder for troubleshooting?	Yes ☐	No ☐

Table 10: Comments

General Comments

Table 11: Creo task list

Creo Task List

Table 12: Customer task list

It may be possible to install and configure EyeMedia before all customer tasks are complete. However, the customer must agree to sign off on a successful INTERNAL (LAN) test of EyeMedia functionality.

Customer Task List

Table 13: Review and sign off

Review	
Ensure that all tasks and questions have been reviewed with your Creo Representative.	
Creo Signature	Customer Signature
Date	Date

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