|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contacts** | Name | Number |  | Email / URL |  |
| Local Tech Specialist |   |   |   |
| ISP |   |   |   |
| MHLS Tech Support | Tech Support | (845) 471-6060 x240 | *techsupport@midhudson.org* |
| Cataloging Support |  | *cataloging@midhudson.org* |
| Website Changes | (845) 471-6060 x240  | *webchanges@midhudson.org* |
| Overdrive Support |  | overdrive@midhudson.org |
| MHLS Purchase |  |  |
| Sierra Knowledgebase |  | http://kb.midhudson.org |
| Robert Drake | (845) 471-6060 x220  | *rdrake@midhudson.org* |
| SAM Support | Comprise | 1 (800) 531-0132 |  |
| Electronic Waste Recycling Facilities |  |  | http://dec.ny.gov/chemical/73670.html |
| Speedtest |  |  | <http://speedtest.net> | <http://testmy.net> |

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| **Network Overview** |
| # of Patron Machines : | # of OPAC Machines: | # of Staff Machines: | Total: |
| ISP:  | Contracted Download Speed: | Contracted Upload Speed: |
| Router/Firewall Type (Make/Model): | Router Internal IP Address: |

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| **Sierra** |
| Sierra 3 Letter Code: | Sierra Stat Group: | # of Sierra Licenses: |

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| **SAM** |
| Sam Command PC: Yes No | # Name of SAM Location #1 | SAM Manager IP #1:  |
| Sam Server IP Address: | # Name of SAM Location #2 | SAM Manager IP #2:  |

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| --- | --- | --- |
| **Network Printers** | IP Address | Model |
| Printer 1 |   |   |
| Printer 2 |   |   |
| Printer 3 |   |   |
| Printer 4 |   |   |

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| --- | --- | --- | --- | --- |
| **Local Printers** | Printer Type (Standard, Receipt, Label, etc.) | Connection (USB, Parallel, …) | Model  | Shared(y/n) |
| Printer 1 |   |  |   |   |
| Printer 2 |   |  |   |   |
| Printer 3 |   |  |   |   |
| **License** | # of Licenses | Product: Version | Key(s) |
| Office |   |   |   |
| Antivirus |  |  |  |
| Other  |   |   |   |