|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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: |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  | | |  | |