CVS Phot Lab Survey and prep work for Epson P6000 and Fuji 3240 Printer

CVS Store #

Store Scope (P6000/CX3240/Both)

Photo Lab Layout (Curved/Liner/Café)

P6000 Placement

Template Solution Selected (Yes/No)

Deviations (Yes/No)

Describe

P6000 Install Options

With Cabinet 55"x31" (Yes/No)

No Cabinet 54"x24" (Yes/No)

No Fit (Yes/No)

Sink within 18" of location (Yes/No)

No cabinet doors perpendicular

CX3240 Placement

Template Solution Selected (Yes/No)

Deviations (Yes/No)

Describe

CX3240 Install Options

With Legs (Yes/No)

Without Legs 19"x28" (Yes/No)

No Fit (Yes/No)

Lab Realignment

Did the Apex need to be rotated (Yes/No)

Power Avaliability

P6000 (Yes/No)

CX3240 (Yes/No)

New Power outlet needed (Yes/No)

New Quad noted with wall decal (Yes/No)

Data Run Avaliability

P6000 (Yes/No)

Jack #

Location

CX3240 (Yes/No)

Jack #

Location

New Data runs Installed(Count)

Photo Printer Survey

4/1/2021

Table of Contents

Visit Expectations

CVS Code of Conduct	CVS expects all vendor partners, as we do with our own employees, who work in any of our locations to comply with laws and treat our associates with respect, honesty, and courtesy. Disruptive, unproductive, immoral, unethical, or illegal actions will not be tolerated.
	Furthermore, CVS reserves the right to inspect, with or without notice or specific cause, all packages, bags, purses, or other containers or personal property, brought into or taken out of a CVS facility. If necessary, you may be asked to comply with a search by emptying pockets, and/or removing coats/jackets for merchandise or property that may be concealed. CVS expects our vendor partners to adhere to our standard that refusal to comply with a search is grounds for disciplinary action.
Dress Code for all CVS ROC Vendors	Our company follows a business casual dress code for all colleagues. These are general guidelines of acceptable and non-acceptable dress for store visits. **Acceptable business casual dress** • Khaki pants, Dockers, Dress pants, Slacks, Ankle length Capri Pants • Appropriate jeans/denim (neat in appearance without tears, holes, or frays) • Shirts: regular or banded collars, golf shirts, sweaters, turtlenecks, sweatshirts • Dresses: appropriate length, with sleeves cut no shorter than the top of the shoulder • Skirts: appropriate length and proper fitting • Footwear: clean loafers, boots, flats, business casual shoes • Athletic shoes/sneakers (clean, tied and in good condition) • Vendor branded attire **Unacceptable dress includes, but not limited to:** • Clothing that exposes the midriff • Crop tops, halter tops, tank tops, spaghetti straps • Off the shoulder clothing • Shorts or skorts • Dresses that expose the back • Sweat suits, sweatpants, spandex leggings and other form-fitting pants • Hooded Sweatshirts • Athletic Jerseys • Exposed undergarments, revealing or transparent clothing • T-shirts • Distressed clothing (wrinkled, stained, dirty, torn, oversized, etc.) • Flip flops, Beach shoes, slippers, open toed shoes, Crocs, sandals • Hats • Visible piercings in body parts other than the ear • Branded attire (non Vendor) • Advertising or messaging attire (non Vendor) The aforementioned guidelines are intended to convey the desire for tidy presentation of your field personnel, rather than serve as a document to limit personal expression and liberties. Project Managers are responsible for monitoring these guidelines and communicating with colleagues about appropriate business attire.

| The Rollout Operations Center | 25 Blackstone Valley Place
Suite 210
Lincoln, RI 02865
Fax: 1-401-770-6641
Telephone: 1-888-401-4601 **Press 5 then option 1 for Photo Installations**

Have the Following information ready each time you call.
    a)   Your Name and the company you work for
    b)   The site number

Rollout Operations Center Hours: 8:00 am to 8:00 pm EST

Project Log In/ Log Out Guidelines:
       First Store Log In: 8:00 am Store Local Time
       Last Store Log In Time: 3:00 pm Store Local Time (this includes Revisits) |

Rollout Operations Center Protocol

Purpose	The Rollout Operations Center serves as a 2nd level support facility for installation, conversion issues, and as a means of verifying communications. Throughout this Redbook you will be instructed to call the Rollout Operations Center.
Technician Protocol	a) Upon arriving at the store the technician should introduce themselves to the Store Manager (SM) or Main Site Contact (MSC) and specify the reason for your visit. Verify the Minute Clinic number, address and location with the SM or MSC. (1) If requested, the vendor will provide a Technician Letter of Authorization to the SM/MSC and/or Minute Clinic main contact. (2) If the technician is denied access to the CVS site, the vendor is required to contact the ROC immediately from outside the store. (3) Once identified and access has been granted, the technician should request to use a phone and contact the ROC to be logged in with the ROC. All calls to the ROC are placed in a queue and answered by the next available ROC agent. b) Once in contact with the ROC, technicians will need to verify their credentials and scope of work for the site visit. c) Technician should quickly survey the key locations in the clinic as they pertain to the scope of work for the site visit. Report any issues to the ROC that will delay/inhibit the installation. d) The vendor/technician must follow all of the procedures, steps, and processes involved in successfully completing this project per CVS Redbook. e) In the event that an unforeseen situation arises, the following steps are to be followed: i) If the installer determines there is a problem and the issue is NOT related to the installation, he/she should escalate the issue to their PM (Project Manager). E.G. technician running late, technician sick, etc…. ii) If the issue is related to the Redbook procedures or the install itself, the installer must escalate the issue to the ROC. If the problem cannot be resolved by the ROC, the ROC will escalate the issue to the appropriate party. iii) It is imperative for the technician on site to start the escalation process at the time the problem is discovered. This will ensure a quick/timely installation. f) If any CVS store personnel requests the technician to leave the store for any reason, the technician should quickly clean up all equipment and materials without delay, leaving the store in a presentable manner. The technician should leave the building and contact the ROC.
Logging Out	• When all tasks and testing are successfully completed the onsite technician **must** log out with the ROC. • The ROC will request to speak with the SM/MSC at the site. Detailed questions regarding the installation and conduct of the site technician will be asked by the ROC. • Upon satisfactory answers from the SM/MSC, a release code will be given to the onsite technician. The ROC will log the onsite technician out of the store in the ROC database. • The release code must be recorded by the onsite technician. This is needed for billing. • Failure to log in/out and obtaining the release code will delay payment.

Arriving On Site

Step	Action
	Upon arriving at the store, introduce yourself to the Store Manager (SM) or Main Site Contact (MSC) and specify the reason for your visit. Verify the store number, address and location with the SM or MSC.
	Once located and access has been granted, the technician should request to use a phone and contact the ROC to be logged in with the **ROC**. All calls to the ROC are placed in a queue and answered by the next available ROC agent. Telephone: **1-888-401-4601** Press **5** then option **1** for Photo Installations

Hardware Introduction

Equipment	Description
Epson P6000 	Epson poster/canvas printer possibly being installed by Fuji on a later date. The stores are being surveyed to make sure there is space for the printer, an available electrical outlet, and an available data cable run to the stores photo switch. Printer dimensions: With Cabinets: 55"x 31" Without Cabinets: 54"x24"

Equipment	Description
Fuji CX 3240	Fuji duplex printer possibly being installed by Fuji on a later date. The stores are being surveyed to make sure there is space for the printer, an available electrical outlet, and an available data cable run to the stores photo switch. Printer dimensions: With Legs: 22"x31" Without Legs: 19"x28"
Apex Cabinet	Cabinet that stores some printers and the Apex PC. In some layouts it may be required to move this. The cabinet is on wheels and should be easy to move. Check with the ROC before attempting to move the cabinet.

Lab Types

The following are a few of the common lab layouts and places where the printers can be installed. The area for the printer will need to be marked with painters tape to reserve the zone for the future install.   The placement will need to have a power outlet and a data drop to the Photo switch within 15 feet (if one is not available a new run will need to be installed).

If there are any questions regarding to the placement of the printer contact the ROC.

Curved Lab

Curved Labs usually will have the most room to find placement. The Apex Cabinet can be slid over. The poster printer can be installed along the curved wall as shown in the image below. The CX printer can be installed next to the Apex cabinet.
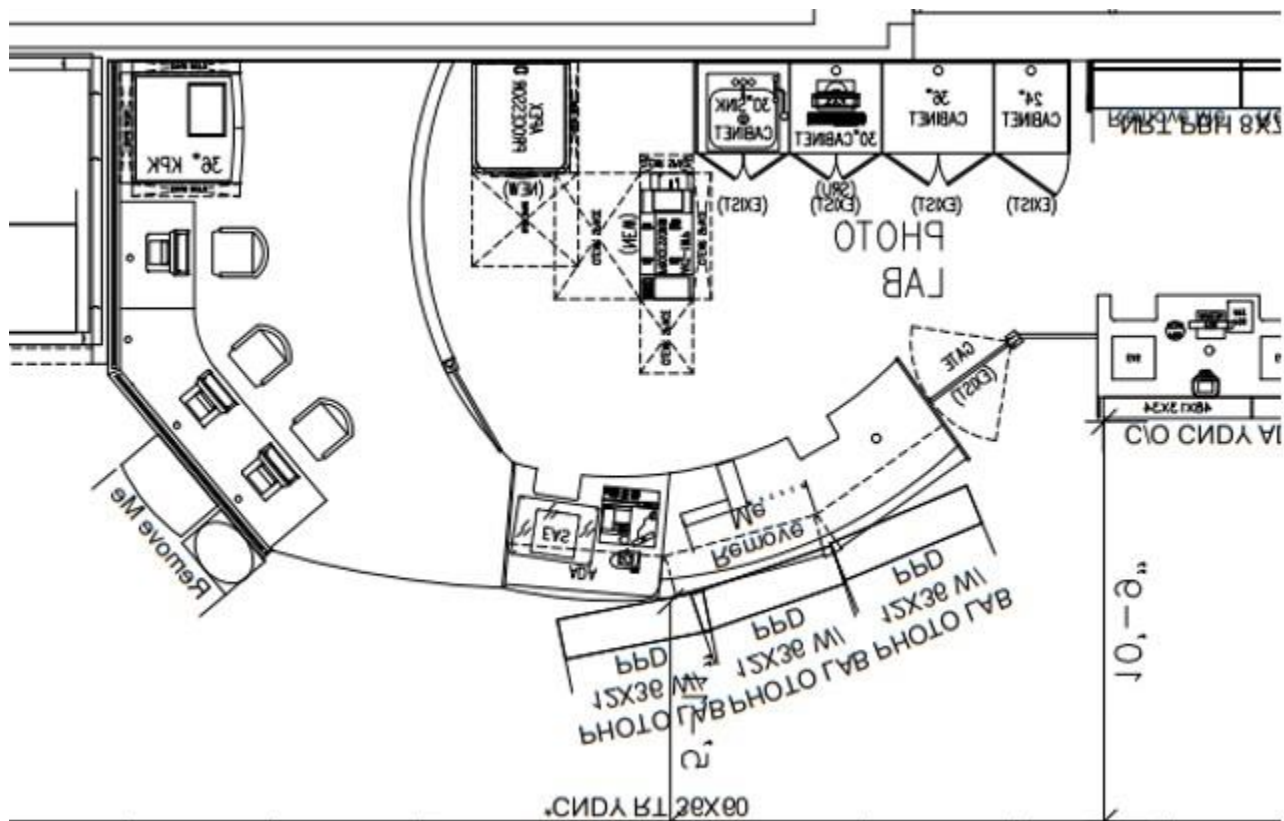
Linear Lab

Usually the labs that have the most issues with finding placement. The labs are stretched out behind the registers. The apex usually doesn't have a lot of room to be moved but finding cabling and electrical is usually easy.
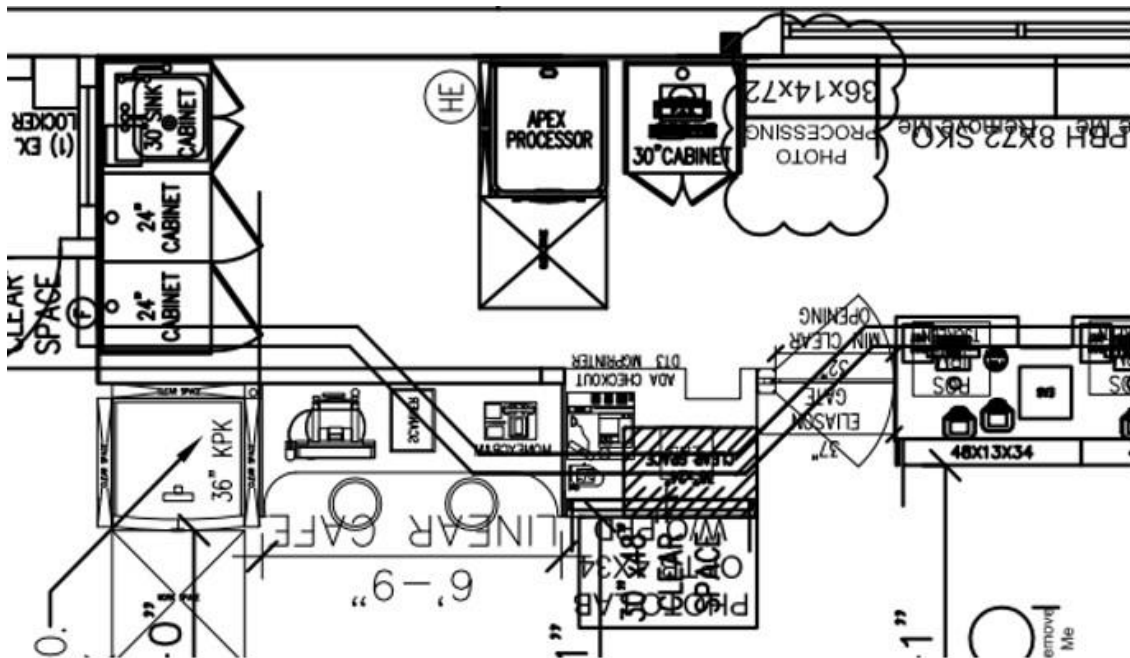
Sales Floor

There is a small percentage of stores that the lab is open as part of the sales floor. Due to that finding placement can be very complicated before doing any placements at these locations contact the ROC.

P6000 Printer Placement Examples

Backwall Processing
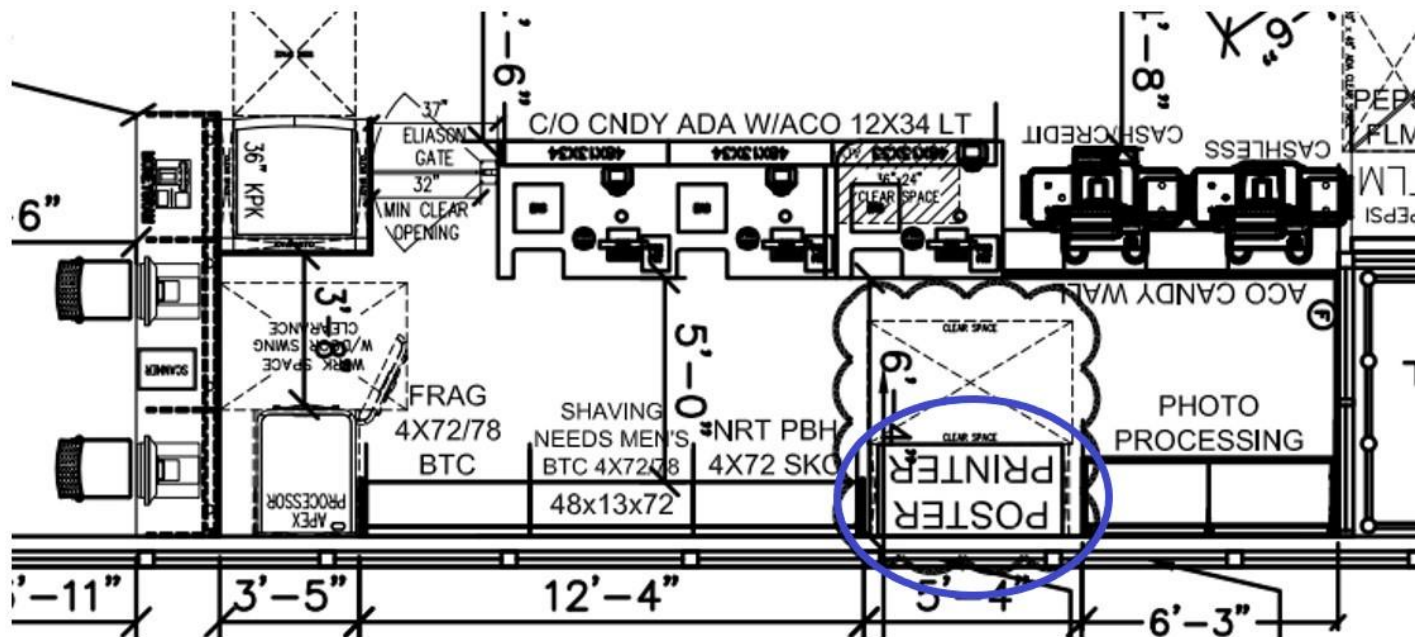
Back Wall Apex
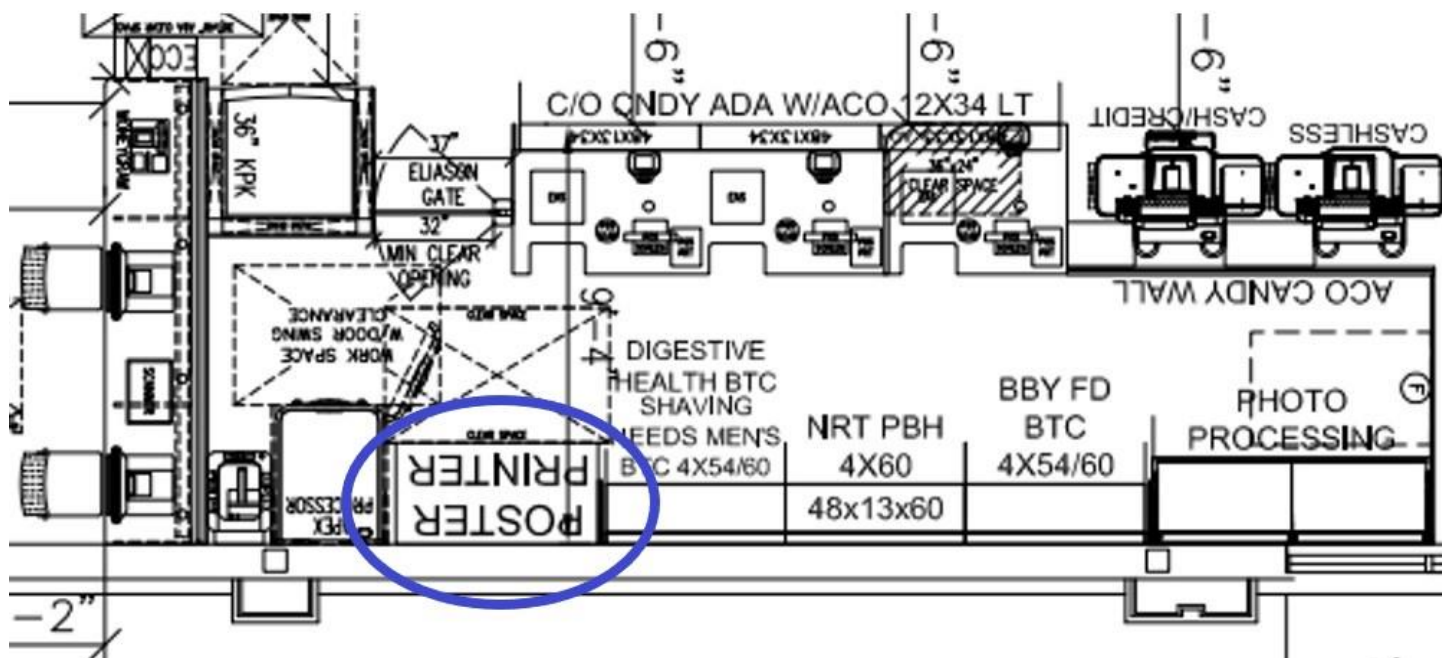
Curved Lab

Sales Floor

Cx 3240 Printer Placement Examples

Rotate Apex
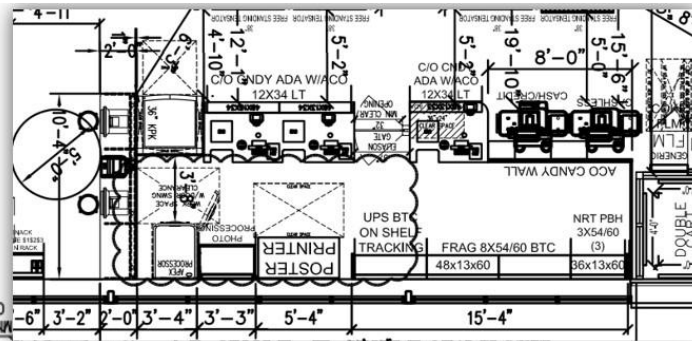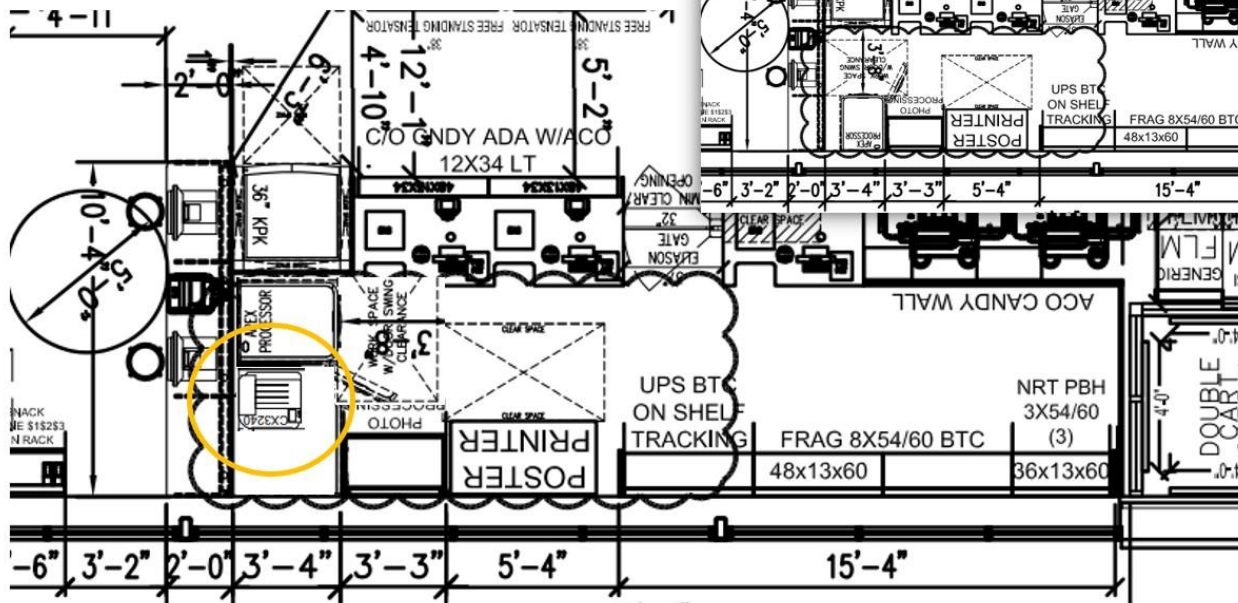
Behind ACO
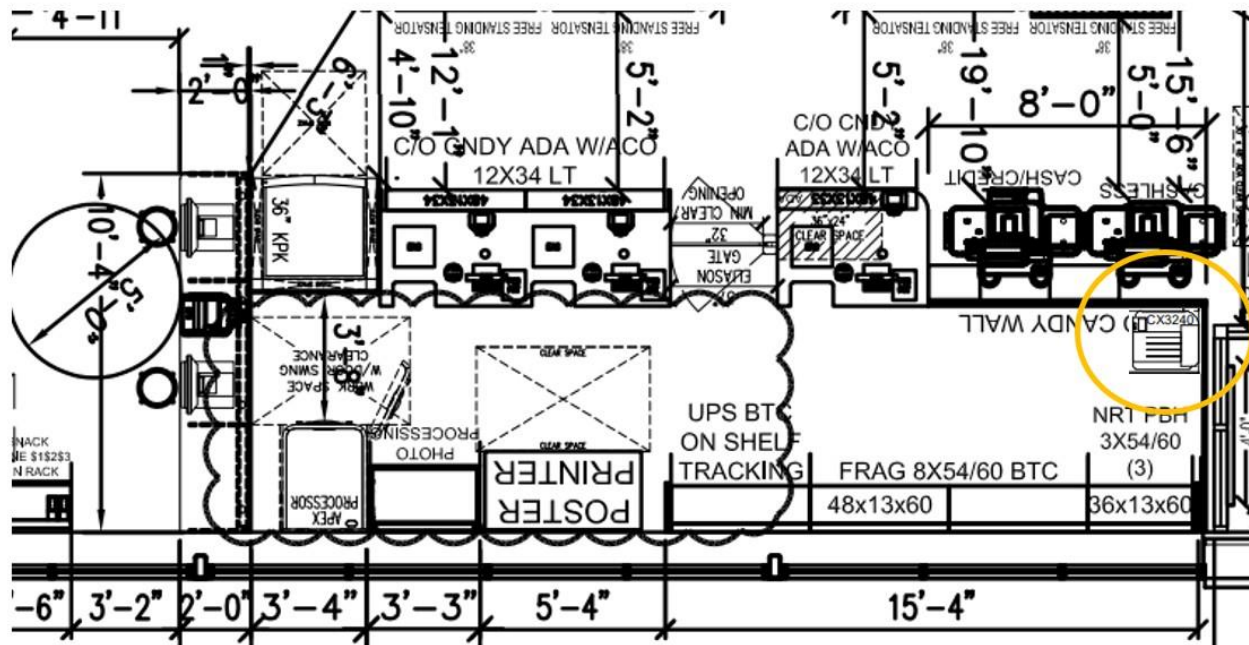
Behind KPK Cabinet
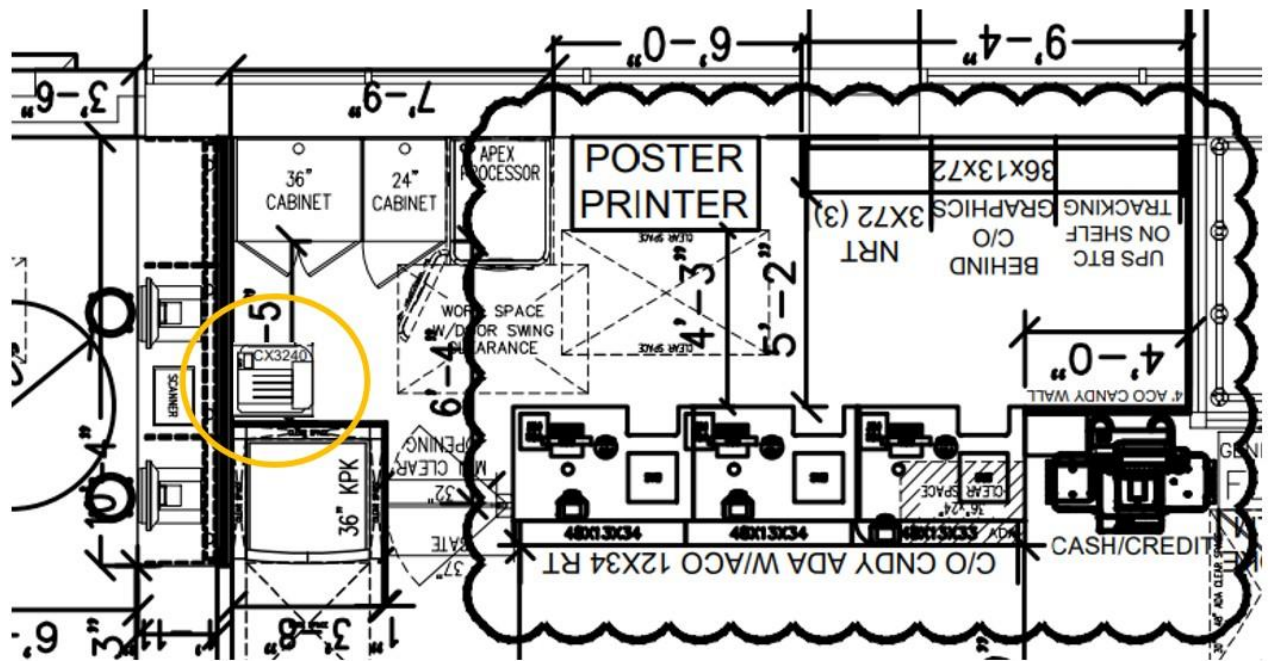
Along Back Wall
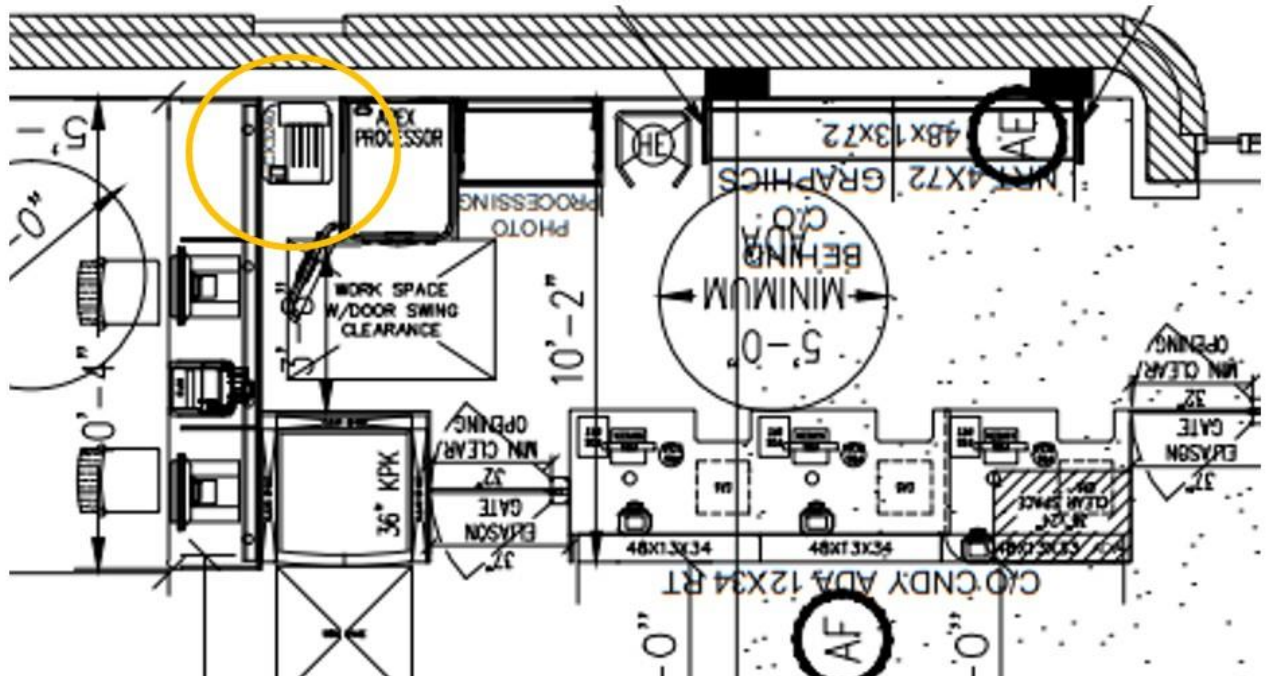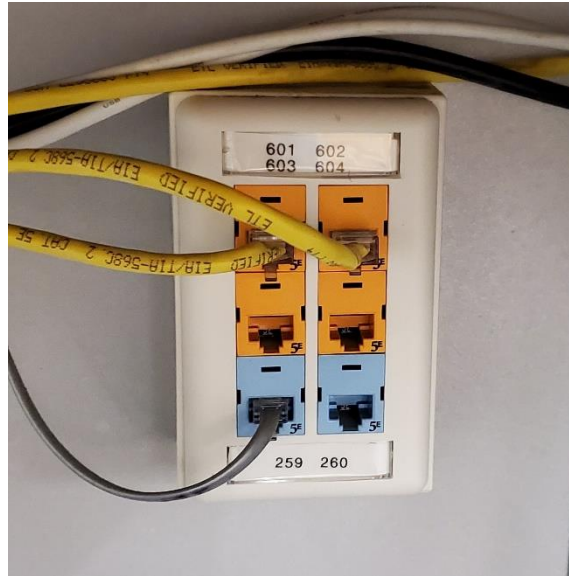
Cabling

Low Voltage

Orange jacks are internal to the photo lab and should all go back to the photo switch. If the store does not have an orange jack within 15 feet, patch cables must be hidden as much as possible, of the printer location or it would not be possible to safely run a patch cable, a new cable will need to be run to the photo switch.

Electrical

Installing an electrical outlet will need to take place on a second visit. We would ask that you mark on the wall where the outlet needs to be installed. In Appendix A there are a few pages that you can use to mark the location, please use painters' tape when attaching anything to the wall.

Logging Out

Step	Action
	Clean up the preparation area. **The area is to be left neat and clean.**
	After all installation areas are neat and clean, call the ROC to log out of the site. **1-888-401-4601** Press **5** then option **1** for Photo Installations
	Notify the ROC of any outstanding printer placement, cabling, or electrical issues
	While on the phone, the ROC will ask to speak with the SM/MSC and confirm the site is neat & clean and tests are completed prior to your departure.
	The ROC will provide you with a release code. Record the ROC release code. This will be used for billing purposes.

Place power outlet here

Place power outlet here

Place power outlet here

Place power outlet here