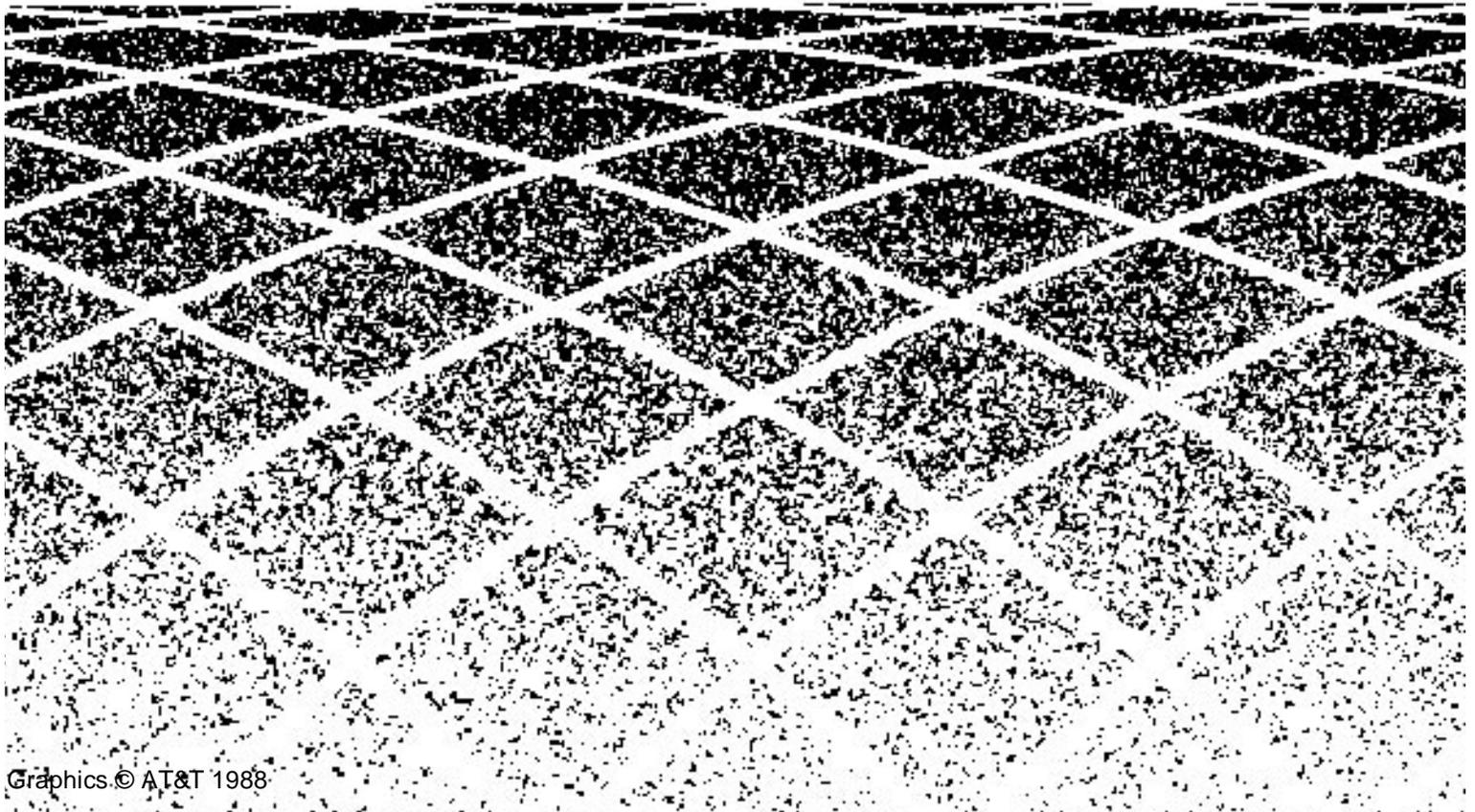




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DEFINITY AUDIX Installation Checklist



DEFINITY AUDIX System Installer's Checklist

CONTENTS

Introduction on page -6

Preinstallation Checklist on page -7

Hardware Installation Checklist on page -7

Switch Administration Checklist on page -8

Switch Administration — DP Mode on page -8

Switch Administration — CL Mode on page -9

Initial System Administration Checklist on page -10

Confidence Tests Checklist on page -11

Initial Subscriber Administration Checklist on page -11

Customer Acceptance Checklist on page -12

Introduction

This document contains checklists for use by persons involved in the installation of the DEFINITY® AUDIX® system (for example, the hardware installer, the Software Specialist/Software Associate, DEFINITY AUDIX system administrator, Project Manager). As you complete a task, make a check mark in the ✓ column. This will help everyone involved ensure that all the required tasks are completed.

Each checklist provides the task number or the letters ST (for switch task), a description of the task, and a reference to the document containing the task description.

The following is a list of the documents referenced by the checklists.

- *DEFINITY AUDIX System—Installation*, 585-300-111. This is the primary document referenced. Therefore, if a task is described in this document, the *Reference* column contains only the chapter number (not the title).
- *Switch Administration for the DEFINITY AUDIX System*, 585-300-509. This document contains descriptions of the administration tasks for the switch in which the DEFINITY AUDIX system is installed. When referring to this document, the *Reference* column specifies *switch doc*.
- *DEFINITY AUDIX System—Administration*, 585-300-507. This document contains all DEFINITY AUDIX system administration tasks. The administrator is required to complete some of these tasks before cutting the system into service. When referring to this document, the *Reference* column specifies *admin doc*.

Preinstallation Checklist

Task #	Task Description	Comments	Reference	✓
1.	Verify the selected site	Required	Chapter 1	
2.	Gather required tools	Required	Chapter 1	
3.	Review safety considerations	Required	Chapter 1	
4.	Verify the components and connectivity	Required	Chapter 1	

Hardware Installation Checklist

Task #	Task Description	Comments	Reference	✓
5.	Install the DEFINITY AUDIX system hardware	Required even with existing switch	Chapter 2	
6.	Connect the alarm-origination and LAN cables	Required	Chapter 2	
7.	Install the terminals	Administration terminal is required, but may be shared with switch. A maintenance terminal is optional.	Chapter 2	
8.	Install the control-link cable	For CL integration mode only	Chapter 2	
9.	Install the printer	Optional	Chapter 2	
10.	Finalize and test the hardware	Required	Chapter 2	

Switch Administration Checklist

The list of system administration tasks is somewhat different for the DP integration mode and the CL integration mode. Depending on which integration mode the DEFINITY AUDIX system is running, perform *one* of the two sets of switch administration tasks listed in the following two subsections.

Switch Administration — DP Mode

These tasks are to be performed if the DEFINITY AUDIX system is running in the DP integration mode.

Task #	Task Description	Comments	Reference	
11.	Perform initial switch administration	Required	Chapter 3	
ST	Identify the DEFINITY AUDIX system pack	Required	Switch doc	
ST	Administer the voice ports as stations: <ol style="list-style-type: none"> a. Identify the station/complete feature options b. Assign the call appearance buttons c. Assign the feature buttons d. Assign the display buttons e. Duplicate the port 8 station 	Required	Switch doc	
ST	Assign the hunt group	Required	Switch doc	
ST	Assign the call coverage path for voice ports	Required	Switch doc	
ST	Complete optional switch feature administration: <ol style="list-style-type: none"> a. Administer Auto Attendant b. Determine Auto Attendant backup strategies c. Transfer into AUDIX d. Administer the switch recorded announcement e. Administer switch multiple coverage paths f. Administer Listed Directory Number night destination 	Optional	Switch doc	
ST	Administer subscribers: <ol style="list-style-type: none"> a. Assign call coverage path for subscribers b. Modify station screen for each subscriber 	Required	Switch doc	

Switch Administration — CL Mode

These tasks are to be performed if the DEFINITY AUDIX system is running in the CL integration mode.

Task #	Task Description	Comments	Reference	✓
11.	Perform initial switch administration	Required	Chapter 3	
ST	Identify the DEFINITY AUDIX system pack	Required	Switch doc	
ST	Administer the voice ports as stations: <ul style="list-style-type: none"> a. Complete the STATION screen b. Duplicate the STATION screen 	Required	Switch doc	
ST	Assign the hunt group	Required	Switch doc	
ST	Assign the data link: <ul style="list-style-type: none"> a. Assign the MPDM b. Assign the Processor Interface Data Module c. Assign the processor channel d. Assign the interface link e. Verify the link 	Required	Switch doc	
ST	Complete optional switch feature administration: <ul style="list-style-type: none"> a. Automated Attendant b. Automated Attendant substitute strategies c. Transfer into AUDIX d. Switch recorded announcement e. Switch multiple coverage paths f. Listed directory number (LDN) night destination 	Optional	Switch doc	
ST	Administer the subscribers: <ul style="list-style-type: none"> a. Assign the call coverage path for subscribers b. Modify the STATION screen for each subscriber 	Required	Switch doc	
ST	Administer DCS	Optional	Switch doc	

Initial System Administration Checklist

Task #	Task Description	Comments	Reference	✓
12.	Activate customer options (set DP or CL integration mode).	Required	Chapter 3	
13.	Activate DEFINITY AUDIX Server Hardware (IMM) options.	Optional	Chapter 3	
14.	Perform initial DEFINITY AUDIX administration: <ol style="list-style-type: none"> a. Set the DEFINITY AUDIX clock b. Assign the system machine ID c. Run the Switch Translation audit d. Administer voice ports e. Synchronize the system and switch clocks or set the system clock f. Set system parameters (optional) g. Set switch-link parameters—CL mode only h. Run Switch Translation audit again i. Assign the time zone j. Reboot the system k. Run Switch Names audit—DP mode only l. Check alarm status m. Check hardware status 	Required	Chapter 3	
15.	Activate parameters and basic features	Optional	Chapter 3	
16.	Add a blank (backup) tape	Required	Chapter 3	
17.	Alarm origination administration and test	Required	Chapter 3	
18.	Check status of Switch Names audit—DP mode only	Required	Chapter 3	

Confidence Tests Checklist

Task #	Task Description	Comments	Reference	
19.	Perform dial tone test on each voice port	Required	Chapter 4	
20.	Run TEST SWITCH-LINK LONG—CL mode only	Required	Chapter 4	
21.	Add two test subscribers	Required	Chapter 4	
22.	Test Call Answer and Voice Mail features	Required	Chapter 4	
23.	Run TEST TAPE LONG	Required	Chapter 4	
24.	Run TEST LAN	Optional	Chapter 4	
25.	Test Intuity Message Manager connection to AUDIX	Optional	Chapter 4	
26.	Clear the administration, error, and alarm logs	Required	Chapter 4	

Initial Subscriber Administration Checklist

Task #	Task Description	Comments	Reference	
27.	Add the initial subscribers	May be completed by system administrator	Chapter 5	
28.	Run the switch names audit—DP mode only	May be completed by system administrator	Chapter 5	
29.	Complete initial administration	To be completed by system administrator	Admin doc	

Customer Acceptance Checklist

Task #	Task Description	Comments	Reference	✓
30.	Cut the system into service	Required	Switch doc	
31.	Perform walk-through with customer: <ul style="list-style-type: none"> a. Verify that purchased ports and features are activated b. Verify that the second blank tape is present c. Verify that documentation is present; instruct customer how to use it d. Provide customer with phone numbers and post-cut escalation points 	To be completed by Project Manager	Admin doc	
32.	Show customer TEST ALARM ORIGINATION SHORT screen to verify that Customer Database is updated	Required	Chapter 6	
33.	Conduct Project Review	Required	N/A	