Lucent Technologies

Bell Labs Innovations

Lucent Technologies Messaging 2000 Release 3.0 Installation Checklist

Use this form to monitor your progress as you complete each step necessary to install, set up, and test a new Lucent Messaging 2000 installation. Information on completing each step is detailed in the *Implementation and Service Manual*.

There are two sections to this checklist:

- Tasks that must be completed before you go to the customer site

- Tasks that must be completed at the customer site to set up and configure the M2000 system. It is very important that you complete all relevant tasks at the customer site in the order that they are listed. Failure to do so may result in the M2000 system not functioning properly.

Place a check next to each task as it is completed.

Site:_____

Before Going to the Customer Site:

_____ Determine the customer's system needs and gather customer information (from the Customer Needs Worksheets and the Preinstallation Configuration Worksheets).
_____ Assemble the required materials:
 _____ Completed Preinstallation Configuration Worksheets
 _____ Assembled PC, including:
  _____ CPU (Memory and hard disk should already be installed)
  _____ CPU power cord
  _____ Monitor
  _____ Monitor power cord
  _____ Monitor-to-CPU cord
  _____ Modem (internal modem may be provided or is optional)
  _____ Keyboard
  _____ Mouse
 _____ Lucent Messaging 2000 Implementation and Service Manual, System Manager Manual, Quick Reference Guides, Wallet Cards
 _____ Configuration Note for the customer's switch
 _____ Sentinel
 _____ UPS (may be provided or is optional)
 _____ Tape Backup, software, and manual (optional)
 _____ Printer and cable (optional)
 _____ Butt set
 _____ Ground strap
 _____ Modular cables (4-connector)
_____ For advanced trouble isolation:
 _____ Digit grabber (The PHD Telecommunicator from Ziad is recommended. Call (614) 464-1900 for more information on this butt set and digit grabber product.)
 _____ Line simulator

At the Customer Site:

_____   Open the boxes containing the M2000 system and remove the equipment.

_____   Connect the monitor to the PC.

_____   Verify phone system readiness (see Chapter 6, "Preparing the Hardware," in the *Implementation and Service Manual*) .

_____   Install the sentinel to the M2000 PC's parallel port (see Chapter 6, "Preparing the Hardware," in the *Implementation and Service Manual*).

_____   Connect the phone and fax lines (see Chapter 6, "Preparing the Hardware," in the *Implementation and Service Manual*).

_____   Install the Serial Integration Device, if necessary (see the Configuration Note for the phone switch).

_____   Connect the UPS to COM1 (if provided; otherwise, it is optional).

_____   Connect the internal modem (if one is installed in the M2000 PC) to the switch or an outside line.

_____   If Visual Mailbox is being implemented with M2000, connect the network connection cable or jack into the Network Interface Card installed in the M2000 PC.

_____   Install any optional equipment provided (for example, tape backup unit, printer).

_____   Attach the power cord to the PC and plug in the power cord.

_____   Turn on power to the PC and wait for M2000 to launch. Depending on your system's configuration, you may be prompted to run Call Analysis. See Chapter 10, "Defining Phone System Signals," in the *Implementation and Service Manual* to determine if you need to run Call Analysis.

_____   Shut down M2000 (see Chapter 21, "Starting, Logging Into, and Shutting Down the System," in the *Implementation and Service Manual* for M2000 shutdown procedures).

_____   Open the Lucent Technologies folder, double-click the Integrator icon, verify that the proper switch is listed in the Currently Installed Switch field, then exit Integrator.

_____   Double-click the System Setup icon in the Lucent Technologies folder and complete the following steps (see Chapter 14, "Setting Up the System," in the *Implementation and Service Manual* for information on running the System Setup utility):

    _____   On the General Parameter tab, set the Number of Digits in a Mailbox parameter.

    _____   On the Operator tab, set the Default Operator Mailbox Number parameter.

    _____   If the system is using fax and you used the transfer method to connect the fax lines, on the Fax Extensions Parameter tab, enable the Transfer to Extensions parameter and identify the extension connected to the fax channels.

    _____   Configure other System Setup settings as required.

_____   If a UPS is supplied with the system for UPS integration, edit the STARTUP.CMD file, locate the line `REM START /PM /MIN UPS.EXE`, remove the `REM` and then save and exit the file. See Chapter 7, "Installing the Software," in the *Implementation and Service Manual* for information on opening the STARTUP.CMD file.

_____   If the phone switch requires serial integration, run the Serial Integration utility. See the switch Configuration Note to determine whether serial integration is required. See Chapter 11, "Establishing a Serial Integration," in the *Implementation and Service Manual* for information on running the Serial Integration utility.

_____   If the M2000 system is using network messaging or fax retrieval, you may need to identify the local area code and associated prefixes. See Chapter 13, "Determining Outdial Strings," in the *Implementation and Service Manual* for information on running the Dial Plan utility.

_____ If Visual Mailbox is being implemented with M2000, you must see the following topics in Chapter 20, "Installing and Configuring Visual Mailbox," in the *Implementation and Service Manual* to complete the Visual Mailbox implementation:

_____ Working with LAN Administrator to Configure the LAN—the site's LAN Administrator must provide information on the site's network.

_____ Installing the Voice Fax Software on the PC—under Installing the Voice Fax Server on the System PC, you must enter the site-specific information required on the Server tab in System Setup, and you must complete the steps under Configuring the System Software.

_____ Installing the Client Software on the LAN Server.

_____ Installing Visual Mailbox on Client PCs.

_____ Edit the RUNVM.CMD file, locate the line that contains `CALL START /MIN RUNVFS.CMD`. If `REM` appears at the start of the line, remove the `REM`, then save and exit the file. See Chapter 7, "Installing the Software," in the Implementation and Service Manual for information on opening the STARTUP.CMD file.

_____ Double-click the Lucent Technologies Messaging 2000 icon in Lucent Technologies folder to launch M2000.

_____ Edit the system's classes of service as required. See the topic, "Class of Service Options," in Chapter 17, "Managing System Mailboxes," in the *Implementation and Service Manual.*

_____ Create subscriber mailboxes. See Chapter 17, "Managing System Mailboxes," in the *Implementation and Service Manual.*

_____ Test the system (see Chapter 25, "Troubleshooting the System," in the *Implementation and Service Manual*).

_____ Document site and installation information:

_____ Record system setup on the System Configuration Record.

_____ Complete the Site Contact Information Sheet.

_____ Photocopy all worksheets generated during the installation for storage behind the Implementation Information Tab in the *System Manager Manual.*

_____ Store all worksheets and notes generated during the installation behind the Customer Information Tab in the *Implementation and Service Manual.*

Notes: