

Install Preparation Checklist

Objective: Store Manager to identify and execute key elements in preparedness the day prior to installation to ensure success.

The following must be verified before allowing technician to begin installation	
Task	Complete (Y/N)
Site Access: Confirm that technician will have access to enter premises and access to the installation area as well. This includes access to telecom room, IT closet and physical access to the machines relying on the POTS IN A BOX device.	
Safety Requirements: Confirm all safety protocols are in place. OSAH*	
Equipment Availability: Confirm that DataRemote equipment and materials are on-site and un-damaged.	
Gather Relevant Account Information: Verify account number and status where applicable such as for burglar or fire alarms.	
Power Connectivity: Ensure the availability of power by confirming there is active and adequate power supply in place. <i>BEST PRACTICE: Use a Surge-protector and/or Uninterruptable Power Supply</i>	
Internet Connectivity: Ensure connectivity by confirming there is an ISP modem with Ethernet ports where the device will be installed. Ensure the availability of network by contacting IT manager to confirm firewall rules are in place.	
LTE Internet Connectivity: Where applicable, ensure that SIM card is active and document any APN or carrier specific information and provide to installation technician if none for carrier is available.	
Documentation: Review and confirm that all relevant documentation is available and on-site for technician to review.	
Adequate Coverage: Confirm that adequate managerial support will be on hand the day of installation.	
Pre-installation Inspection: Conduct a preliminary inspection of the installation area and related materials. Ensure that the area is clean and note anything out of the ordinary or unusual such as unorganized cabling/wiring.	