



## Pre-Install Checklist

Date sent to Customer: \_\_\_\_\_

*To be filled out and returned to your dealer at least one week prior to installation.*

Customer: \_\_\_\_\_

Job #: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

*Please complete the following check list to help insure that system installation can be completed in an orderly fashion.*

[\_\_\_\_\_] Audio inputs terminated and identified by in-house technicians at D-Mark block (RJ-21X, 110, or 66 block), located within six (6) feet of the logger unless otherwise agreed upon. If replacing an existing recorder, have the channel allocation of old recorder available and, if desired, termination can be made on a new D-Mark in the same manner as on the old recorder.

### Logger Type:

[\_\_\_\_\_] REVCORD CYA Analog Logger

[\_\_\_\_\_] REVCORD MCS Analog Logger

Number of Recording Channels: \_\_\_\_\_

### What is to be recorded?

[\_\_\_\_\_] Telephone Instruments

[\_\_\_\_\_] CO Trunks

[\_\_\_\_\_] Two Way Radios

### If Telephone Instruments are being recorded, please complete the following section.

Switch Manufacturer: \_\_\_\_\_

Switch Model and Software Revision: \_\_\_\_\_

How many telephone instruments need to be recorded: \_\_\_\_\_

[\_\_\_\_\_] Analog instruments – Model number \_\_\_\_\_

[\_\_\_\_\_] Digital instruments – Model number \_\_\_\_\_

**If digital instruments are being recorded, what type of capture/conversion devices will be used to sent analog to audio to the recording system?**

- [ \_\_\_\_ ] Handset Adapters
  - [ \_\_\_\_ ] TRI's – how many? \_\_\_\_\_
  - [ \_\_\_\_ ] TLP's – how many? \_\_\_\_\_
  - [ \_\_\_\_ ] Spira/RJ-11 – how many? \_\_\_\_\_
  - [ \_\_\_\_ ] HTA2 – how many? \_\_\_\_\_
  - [ \_\_\_\_ ] Radio Shack Converter – how many? \_\_\_\_\_
- [ \_\_\_\_ ] Expandable Digital to Analog Converters (EDACS)
  - [ \_\_\_\_ ] Rack Mounted
  - [ \_\_\_\_ ] Wall Mounted
- [ \_\_\_\_ ] Other

If other, please describe: \_\_\_\_\_  
\_\_\_\_\_

**If two way radios are being recorded, how will the analog audio be sent to the recording system?**

- [ \_\_\_\_ ] 2 Wire Audio
- [ \_\_\_\_ ] 4 Wire Audio
- [ \_\_\_\_ ] Combined Audio (transmit and receive audio combined on one pair)

**Location where logger is to be set up?**

- [ \_\_\_\_ ] Rack Mounted
- [ \_\_\_\_ ] Shelf Mounted
- [ \_\_\_\_ ] Table Top

**Logger Connections:**

- [ \_\_\_\_ ] Power outlet(s) tested for logger and accompanying equipment (*UPS Required*)
- [ \_\_\_\_ ] Tested RJ45 network connection available for logger and accompanying equipment

Is REVCORD providing a monitor for use with this system? \_\_\_\_\_

Is REVCORD providing speakers for use with this system? \_\_\_\_\_

Other Miscellaneous Notes: \_\_\_\_\_  
\_\_\_\_\_

**Logger Network Connection Information:**

TCP/IP Address for Logger? \_\_\_\_\_

TCP/IP Address for Router? \_\_\_\_\_

TCP/IP Sub-Net Address? \_\_\_\_\_

**Workstation Network Connection Information:**

TCP/IP Address for Workstation? \_\_\_\_\_

TCP/IP Address for Router? \_\_\_\_\_

TCP/IP Sub-Net Address? \_\_\_\_\_

**If REVCORD is providing workstation(s), please complete the following section.**

How many workstations are being provided by REVCORD? \_\_\_\_\_

Do all workstations meet minimum hardware and software requirements? \_\_\_\_\_

[ \_\_\_\_ ] Power outlet(s) tested for workstation(s) and accompanying equipment (*UPS Required*)

[ \_\_\_\_ ] Tested RJ45 network connection available for workstation(s) and accompanying equipment

**Remote Maintenance:**

[ \_\_\_\_ ] WAN – IP Address: \_\_\_\_\_

[ \_\_\_\_ ] Onsite/Offsite NTP/SMTP – IP Address: \_\_\_\_\_

**User Training:**

How many to be trained? \_\_\_\_\_

Date for web-based training session (if needed)? \_\_\_\_\_

NOTE: On site training is done immediately after system installation. All Customer personnel needing to be trained in the operation of the logger and accompanying equipment would need to be available at that time.

**Customer shall indemnify, defend and hold REVCORD harmless from any and all claims, lawsuits, judgments, losses, costs and expenses (including attorney’s fees) arising from any claim or action made or brought against customer for property damage or personal injury caused by REVCORD, it’s employees or representatives.**

Signature of Authorized Agent for Customer: \_\_\_\_\_

Printed Name of Authorized Agent for Customer: \_\_\_\_\_

Date: \_\_\_\_\_

**Information to be completed by your dealer:**

Logger Serial Number: \_\_\_\_\_

Logger License Key: \_\_\_\_\_

Date of Installation: \_\_\_\_\_