

Linksys Voice System (LVS)
Installation and Provisioning Workbook

Transforming Small Business Communication

Workbook Purpose: This workbook is intended to capture customer network environment and order/service information in advance of the LVS installation. This workbook will minimize the LVS installation time and ensure all necessary setup are available and ready for a successful installation.

Workbook User Target: (1) LVS installation technician. (2) Training and checklist for VARs, Resellers and Service Providers.

Customer Information

Contact Name:
Contact Phone Number:
Alternate Contact Phone Number:
Installation Location:
On Premises or Phone (check one) Site Survey Date:
Installation Schedule Date:

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Service Provider Information

(Repeat this section if there is more than one service provider on the same LVS network but no more than a total of four separate service providers.)

Service Provider Contact Information:
Service Order Number:
Service Activation Date:
Service Order Type:
1.
2.
3.
4.
5.
6.
7.

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Provisioning Data Information

(Repeat this section if there is more than one service provider on the same LVS network but no more than a total of four separate service providers.)

1. SIP Proxy:
2. User Name:
3. Password:
4. Provisioning Method: (check one) <ul style="list-style-type: none">• LVS Wizard (version _____) see note below*• Web GUI• Provisioning Profile (if applicable; service provider dependent)
5. Service Provider Specific (if any):
6. Service Provider Specific (if any):

*Note: if LVS is provisioned initially with the non-wizard method, subsequently wizard provision may not import all existing configurations.

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Site Survey

Survey Date:
Survey by:

Infrastructure Survey

<i>Cable type:</i>
New Cable Wiring Required - YES / NO (check one) If yes, how many and where?
AC outlet available for each LVS component location: YES / NO (check one) If No, where are the missing location(s)?
PSTN Line: YES / NO (check one) If yes, how many?
Battery Backup: YES / NO (check one) If yes, what devices are covered?
Fax Machine: YES / NO (check one) If yes, is it located near SPA9000 or SPA3000 for connectivity?

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Broadband Type:

Broadband Type - EXISTING / NEW (check one) TYPE:
If New, circuit firm order date (FOC):
IP Type – STATIC / DYNAMIC (check one)

Bandwidth:

<i>Codec/bandwidth per conversation:</i>
G.711 – 110 kbps
G.723 – 12.6 kbps
G.726 – 87 to 63 kpbs
G.729 – 55 kbps
Minimum bandwidth requirement (including Internet access and VoIP) calculation:

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LAN:

Existing Device: Router, Switch, Hub
QoS Router – YES / NO (check one)
VLAN tagging - YES / NO (check one)
WiFi Network – YES / NO (check one) SSID: Encryption type (WEP, WPA, or WPA2):
Power Ethernet Device Needed: YES / NO (check one)
New Device(s) Needed: YES / NO (check one) TYPE:
Number of total Ethernet ports on router, switch and/or hub:

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LAN:

Sufficient Ethernet ports for each IP phone location: YES / NO (check one)

If no, what type of new device added?

Firewall: YES / NO (check one)

Hardware or Software Based (check one)

If yes for firewall, is a specific port need to be opened?

If yes for specific port, does the customer have the administrative access?

LAN setup (DHCP, NAT, etc.):

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LAN:

AC Outlet Availability (for each installing component):

Component: YES / NO (check one)

Component: YES / NO (check one)

Component: YES / NO (check one)

Component: YES / NO (check one)

Component: YES / NO (check one)

Component: YES / NO (check one)

Component: YES / NO (check one)

Component: YES / NO (check one)

Are office/workspace junction boxes accurately labeled between the Telco closet and installation locations? YES /NO (check one)

Is there room in the existing equipment rack for additional equipment? YES /NO (check one)

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LVS Components

<i>IP Phone(s):</i>		
Model _____	Firmware # _____	# of phones:
Model _____	Firmware # _____	# of phones:
Model _____	Firmware # _____	# of phones:

SPA9000 Firmware # _____
SPA400 (optional) – need PSTN line(s) Firmware # _____
WiFi Adapter(s) – need WiFi network
POE Adapter(s) – need POE switch

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LVS Configuration

<i>SPA9000</i>	MAC ID	Key Upgrade (opt)	Auto Attendant	VM	_____
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<i>Phone #1</i>	MAC ID	Key Upgrade (opt)	DID	WiFi/POE	_____
Ext #/Name	Share/Private	Hunt Group	Voice Mail		_____
L1					
L2					
L3					
L4					

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<i>Phone #2</i>	MAC ID	Key Upgrade (opt)	DID	WiFi/POE	_____
Ext #/Name	Share/Private	Hunt Group	Voice Mail		_____
L1					
L2					
L3					
L4					

<i>Phone #3</i>	MAC ID	Key Upgrade (opt)	DID	WiFi/POE	_____
Ext #/Name	Share/Private	Hunt Group	Voice Mail		_____
L1					
L2					
L3					
L4					

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<i>Phone #4</i>	MAC ID	Key Upgrade (opt)	DID	WiFi/POE	_____
Ext #/Name	Share/Private	Hunt Group	Voice Mail		_____
L1					
L2					
L3					
L4					

<i>Phone #5**</i>	MAC ID	Key Upgrade (opt)	DID	WiFi/POE	_____
Ext #/Name	Share/Private	Hunt Group	Voice Mail		_____
L1					
L2					
L3					
L4					

** Needs SPA9000 License Upgrade

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<i>Phone #6**</i>	MAC ID	Key Upgrade (opt)	DID	WiFi/POE	_____
Ext #/Name	Share/Private	Hunt Group	Voice Mail		_____
L1					
L2					
L3					
L4					

<i>Phone #7**</i>	MAC ID	Key Upgrade (opt)	DID	WiFi/POE	_____
Ext #/Name	Share/Private	Hunt Group	Voice Mail		_____
L1					
L2					
L3					
L4					

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<i>Phone #8**</i>	MAC ID	Key Upgrade (opt)	DID	WiFi/POE	_____
Ext #/Name	Share/Private	Hunt Group	Voice Mail		_____
L1					
L2					
L3					
L4					

<i>Phone #9**</i>	MAC ID	Key Upgrade (opt)	DID	WiFi/POE	_____
Ext #/Name	Share/Private	Hunt Group	Voice Mail		_____
L1					
L2					
L3					
L4					

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