VEEWS ACTIVATION CHECKLISTS

Pre-Activation Checklist

IT/installation personnel should ensure the following hardware, firmware, software, and network requirements are met and functional before scheduling a VEEWS activation and training session.

Hardware

☐ Emergency Communication Panel (VIP-895-E)

☐ PoE Network Switch
  (PoE+ if using VIP-895-E without 24V supply)

☐ IP Retrofit Gateway (if interfacing with analog system)

☐ Audio and/or visual endpoints
  (speakers, horns, sign-speakers, signs)

☐ Power back-up for all network equipment, examples:

  ☐ On-premise switching and routing gear

  ☐ Service provider equipment

  ☐ Network switches, media converters, etc.

  ☐ Any systems to interface with VEEWS
    (door openers, access control, valves)

  ☐ Power amplifiers and ancillary equipment
    (for legacy analog systems)

  ☐ I/O Gateway or Module
    (optional, but necessary for automated actions)

Software

☐ Valcom 1028 Tool (scan all endpoints)

☐ Desktop Alert

Firmware

☐ SiteManager®

  OR

☐ Emergency Communication Panel

☐ Valcom IP Speaker-with-Text and Flashers
  (if used)

    ☐ VL520: 3.23.6 (or higher)

    ☐ VL550: 3.23.14 (or higher)

    ☐ VL590

Network

☐ NTP configured

☐ Internet access configured

☐ Port and Domain combinations

  ☐ Port 8883 to *.valcom.io

  ☐ Port 443 to *.valcom.io and *.datadoghq.com

All the above addressed? **Schedule VEEWS Activation and/or Training Session**

Activation Checklist

Complete using steps below and the appropriate document link:

☐ Pre-identify person responsible for onsite training of message recipient's post-activation
    (required for initial activation)

☐ Have VEEWS Activation Keys in-hand

☐ SiteManager® – Activating, Configuring, Testing

☐ Emergency Communication Panel –
  Activating, Configuring, Testing

Post-Activation Checklist

It is imperative that you test VEEWS and train/drill those who will take protective actions when alerts are received.

☐ VEEWS Local Test (messages getting to identified Group Code and associated endpoints)

☐ VEEWS Remote Test (above, plus connection with **ShakeAlert**® is functional)

☐ Access and Review Education & Training Materials

☐ Deliver on-site training to those receiving and responding to VEEWS alerts at your site

☐ Schedule on-site Earthquake Preparedness Drills and VEEWS tests