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

- ☐ IP6000 Application Server (64-bit; VE6025)
    - ***OR***
- ☐ Interactive Console (VE8091)
- ☐ PoE Network Switch (PoE+ if using VE8091 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:
    - o On-premise switching and routing gear
    - o Service provider equipment
    - o Network switches, media converters, etc.
    - o Any systems to interface with VEEWS (door openers, access control, valves)
    - o Power amplifiers and ancillary equipment (for legacy analog systems)
- ☐ I/O Gateway or Module (optional, but necessary for automated actions)

Firmware

- ☐ IP6000 Application Server: v5.2.1 (or higher)
    - ***OR***
- ☐ Interactive Console: v1.4.01 (or higher)
- ☐ Valcom Sign-Speaker Combinations (if used)
    - o VL520: 3.23.6 (or higher)
    - o VL550: 3.23.14 (or higher)
    - o VL580: 3.23.14 (or higher)

Software

- ☐ Valcom 102B Tool (scan all endpoints)
- ☐ IP6000 PC Desktop Alert INI (if purchased)

Network

- ☐ NTP configured
- ☐ Internet access configured
- ☐ Port and Domain combinations
    - o Port 8883 to *.valcom.io
    - o 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
- ☐ IP6000 Application Server (VE6025) – Activating, Configuring, Testing
- ☐ Interactive Console (VE8091) – 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