

- Configure event notifications (email, text, etc.)
- Download and retain copy of camera configuration

VMS/Recorders

Hardware/Security

- Document MAC address(es) (often more than one if using multiple network cards)
- Assign and document IP address(es)
- Apply latest OS updates (unless not recommended by manufacturer)
- Create secure admin password
- Create additional users as specified
- Test UPS operation and runtime (if supplied)

General Settings

- Update software/recorders to latest version
- Change admin password from default
- Create operator/user logins
- Set NTP server and verify time and date
- Configure storage volumes (physical drives, NAS, SAN)
- Configure storage quotas (maximum recording length)
- Configure recording schedule (e.g., 24/7, 8am-5pm, off-hours, holidays, etc.)

Workstations

- Document MAC address(es) of each workstation
- Assign and document IP address(es)
- Apply latest OS updates (unless not recommended by manufacturer)
- Create secure admin password
- Create additional users as specified
- Install VMS client and update to latest version
- Configure camera views as required
- Configure view tours/switching as required
- Configure map views as specified
- Configure event/alarm lists as required
- Test UPS operation and runtime (if supplied)

Network

- Document MAC address(es) of each device
- Assign IP address and document
- Update switch/firewall/router firmware to latest version
- Change admin password from default
- Configure VLAN(s) as required
- Configure QoS as required
- Disable unused switch ports as specified
- Configure SNMP monitoring if required
- Configure MAC filtering if required
- Download and retain configuration for each switch

- Test UPS operation and runtime for each switch (if supplied)



Cabling

- Label all cables, patch panels, wall outlets, etc., as specified
- Ensure cables are secured to supports (J-hooks, ceiling truss, etc.)
- Conceal cables where possible/required
- Leave properly coiled and dressed service loops at camera location and head end as required
- Test all terminations and document results as specified
- Document cable test results as specified (if certification is required)

