

B

Installation checklist for Avaya Modular Messaging

You can use or modify this editable file to track each step required for an S3400-family system installation. See Appendix B in the *Avaya™ Modular Messaging Release 1.1 Installation* guide (585-310-332) for detailed instructions.

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S3400-family system installation checklist

Task	Description	Comments	✓
Complete preinstallation planning:			
1	Complete the planning forms in Appendix A. Requires customer input.	See LAN, messaging, & switch administrators as needed.	
2	Obtain virus-checking software for the MAS.	Customer obtains if required.	
3	Arrange for LAN administration of the S3400-family system. Some LANs may be administered in advance; others require new machine administration to be done at installation. Register MAS and MSS corporate FQDNs on DNS if required. Note: Avaya Inc. is not responsible for the installation, administration, or test of communications between customer PCs and the LAN.	See the LAN administrator.	
4	Verify that the switch is administered.	See the switch administrator.	
5	Assemble and review the required documentation.	Web access is required.	
6	Review preinstallation site requirements, including: <ul style="list-style-type: none"> • environmental requirements • weight and space requirements • customer-provided cabinet requirements • installation area requirements • power and grounding requirements • demarcation points 		
7	Review security issues.		
8	Gather the necessary tools and test equipment.		
9	Collect any software CDs that will be needed during the installation (such as anti-virus software or Windows updates)		
Install the hardware:			
10	Unpack the S3400-family system and peripheral components.	Open boxes as instructed to reuse packing materials.	
11	Assemble and identify the system components.		
12	Attach mounting brackets and handles to UPS and any EBM units as needed, then cable the units together.	A UPS is optional for an Avaya MAS or MSS-S, but required for an MSS-H; EBMs are always optional.	
13	Attach the front bezel to each MSS or MAS.		
14	Attach rails for rack-mount or rubber spacers for stackable configuration to each MSS or MAS.		
15	Connect the S3400-family system power cables.		
16	If present, connect the MAS port boards to the switch or PBX.	See the Dialogic documentation for details.	
17	Assemble the KVM switch. Steps include: <ul style="list-style-type: none"> • Attach mounting brackets to KVM switch (if needed). 	Procedure varies depending on type of KVM switch purchased.	

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	<ul style="list-style-type: none"> Connect KVM switch to the monitor and keyboard/mouse. Connect the KVM switch to each MSS and MAS. 		
18	Connect each MSS and MAS to the Ethernet switch (private LAN) and to the corporate LAN.		
19	Attach the required ferrites to the video cables and QSIG port board cables (if present).		
20	Set up the external modem for each MAS.		
21	Connect the RMB (and its external modem if required) to the MSS and the switch.		
Do initial MSS administration:			
22	Power up the S3400-family system and peripheral components.		
23	Log in to the MSS.		
24	Adjust the monitor settings if needed.		
25	Set the date and time on the system.		
26	Set up network addressing on the private and corporate LANs.		
27	Administer the message core including: <ul style="list-style-type: none"> Set up the MSS host machine profile. Set up all required MAS, MWI, and IMAP trusted servers. 	Requires information from LAN and messaging administrators (use the planning forms).	
28	Reboot the MSS.		
Do initial MAS administration:			
29	Switch the monitor to show the correct MAS.		
30	Install the hard disk image from the OS boot CD or DVD.	Do only if the operating system must be reloaded on this MAS.	
31	Complete the Found New Hardware wizards if they appear.	Complete wizards as prompted.	
32	Complete the Windows 2000 Server Setup Wizard to: <ul style="list-style-type: none"> Localize system information Assign IP addresses and DNS servers Skip (for MAS#1) or join the Microsoft Windows domain 	Use your planning forms.	
33	Change the default names of the private and corporate LAN.		
34	Test the IP addresses on the private network using ping.		
35	Test IP addresses on the corporate network using ping.	Optional but recommended.	
36	Use the Modular Messaging OS Component Configuration Wizard to: <ul style="list-style-type: none"> Identify the MSS message store Set up account information 	Use your planning forms.	
37	Install Modular Messaging software packages using the Installation wizard.	Install on each MAS based on the planning forms.	
38	Use the Messaging Application Server - Configuration Wizard to: <ul style="list-style-type: none"> Identify the MSS message store and supply credentials Set up (on MAS#1) or join the voice mail domain 	Steps vary between MAS#1 and a subsequent MAS.	

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39	Install, update, and enable anti-virus software on the MAS.	Do if required; installation procedures vary.	
40	Install the latest Microsoft Windows security patches.	Do if required; procedures vary.	
41	Set up remote access on each MAS.		
42	Add all MASs to the remote access group.	Do this on MAS#1 only.	
43	Configure and test the port boards. This includes: <ul style="list-style-type: none"> • For analog cards, create or use an appropriate tone file. • Configure each port board. • Test incoming and outgoing calls on each board. 	Configuration notes required. IP H.323 integrations skip this step.	
44	Use the Voice Mail System Configuration program to: <ul style="list-style-type: none"> • Enable the messaging services you have installed. • Configure the MAS for this PBX. • Set up specific features for each MAS. • Install the license file when received. 	Configuration notes required.	
45	Arrange to obtain a license for this system.	Local procedures may vary.	
46	Set up and start MAS messaging services.		
47	Verify the alarming setup on the MAS.		
48	Administer each additional MAS.	Repeat Chapter 4 as needed.	
Complete initial administration:		Do these tasks on the MSS unless otherwise noted.	
49	Administer Internet messaging.		
50	Update MAS host information and test using ping.		
51	Place the MSS in the Microsoft Windows domain.		
52	Modify classes of service for special mailboxes.		
53	Set up the PostMaster and fax mailboxes.		
54	Administer a test subscriber.		
55	Perform acceptance tests. These include: <ul style="list-style-type: none"> • Creating and receiving test messages in both integrated and nonintegrated mode • Creating and printing faxes (if fax service is installed) • Testing system outcalling using Subscriber Options • Testing additional features as required 		
56	Remove the test subscriber.		
57	Set up remote access on the MSS for INADS if required: <ul style="list-style-type: none"> • Administering PPP logins and passwords • Activating each RMB modem (if applicable) • Setting up the PPP server configuration • Activating and testing alarm origination 	Do if INADS alarming is used.	
58	Disable alarm origination on the MSS for SNMP if required.	Do if SNMP alarming is used.	
59	Perform an attended backup on every MAS.	Do this on each MAS.	
60	Perform an attended backup on the MSS.		

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61	Set up unattended backups on the MSS.		
62	Save the planning forms in a safe place.		