

Compunetix Recording Manager Installation Verification Checklist

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Date: _____ Customer Name: _____

Installation Location: _____

Shop Order/Work
Order: _____

Installation Engineer: _____

Installation Engineer
Signature: _____

Installation Pictures taken (unless prohibited by customer)

System Components

The customer's system consists of the following components:

Required Test Equipment

- CONTEX Summit or Summit Olympus (with connected lines)
- WOC
- Recording Manager

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Installation Test Procedures

FEATURE	RESULT
1 Recording Manager	
<p>1.1 Install</p> <p>Install the Recording Manager software and ensure that it starts up and when open displays the <i>Summit Recording Manager</i> window.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>
<p>1.2 Connect to a Summit/Olympus</p> <p>Click the <i>Connect</i> button and verify that the Connect window opens. Enter the IP address for the AE and then verify that the Recording Manager connects to the system and that recordings are displayed in the upper right portion of the window.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>

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<p>1.3 Copy a Recording</p> <p>Select a recording to copy and then click the <i>Copy</i> button.</p> <p>Verify that in the status area located in the bottom of the window that information messages indicate that the recording is being copied.</p> <p>Verify when the Download is completed.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>
<p>1.4 Move a Recording</p> <p>Select a recording to move and then click the <i>Move</i> button.</p> <p>Verify that appropriate messages are displayed in the status area at the bottom of the window.</p> <p>Verify when the Download is Completed.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>
<p>1.5 Delete a Recording</p> <p>Select a recording to delete and then click the <i>Delete</i> button. Verify that the <i>Delete Confirmation</i> window opens. Click <i>Yes</i> to confirm.</p> <p>Verify that the recording is deleted.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>

<p>1.6 Upload a Recording</p> <p>Navigate to a file in the area under the bridge connection list and then select the <i>Upload</i> button. Verify that the <i>Upload Audio</i> window opens.</p> <p>Select the Summit/Olympus system, which recording code to use, and which timestamp and then click the <i>Upload</i> button.</p> <p>Verify that the status messages are displayed in the status area of the <i>Summit Recording Manager</i> window.</p> <p>Verify when the upload is completed.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>
<p>1.7 Copy All Recordings</p> <p>Click the <i>Copy All</i> button. Verify that all of the recordings are copied over but remain in the recordings list.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>
<p>1.8 Move All Recordings</p> <p>Click the <i>MoveAll</i> button. Verify that all of the recordings are copied over AND are removed from the recordings list.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>

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<p>1.9 Delete All Recordings</p> <p>Select the <i>DeleteAll</i> button and verify that all recordings are removed from the AE.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>
<p>1.10 Set Options</p> <p>Select Tools from the menu bar and then choose Options. Verify that the Options window is displayed.</p> <p>Set the system to Enable Automatic Downloads and set a time 5 minutes from now. Verify that in 5 minutes the recordings are automatically downloaded from the system by viewing the status area.</p> <p>Change the Date display and verify that the display changes. Change it back and verify that it changes back.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>

<p>1.11 Disconnect</p> <p>Select the Disconnect button and verify that a Disconnect from IP Port confirmation window appears. Click Yes to confirm the Disconnect. Verify that the list of recordings is no longer shown and that the connection is no longer displayed.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>
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