

Do's & Don'ts

Do's

- i. Do write the configurations changes if any done in a register so that proper documentation is done for performance analysis and recode purpose.
- ii. Take the print outs of the configuration of the routers and document them.
- iii. Store the configuration files of the routers in softcopy so that they will be useful at emergency whereby with one command entire configuration can be copied thereby reducing the down time.
- iv. Do proper lacing of the internal wiring,
- v. Protect the cables form rodents where cabling is done through false flooring.
- vi. Train the staff and update the knowledge to maintain the network more efficiently.
- vii. Use ESD wrist bands while handling datacom equipments
- viii. Use a good quality earth and maintain the earth resistance below 1 Ohms
- ix. Change the password of router/servers once in a month
- x. Plan replacement of UPS batteries as per the specified lifecycle.
- xi. Keep the operation and maintenance manual handy.
- xii. Check the backup links at least once a week.

Don'ts

- i. Do not change the hardware of the routers like data cards when the router power supply is ON unless it is clearly mentioned that it supports hot swapping.
- ii. Do not change the V.35 Data cable when the router and modems are ON.
- iii. Do not change the IP addressing scheme and IP address of the working network without the written permission of the Network Administrator.
- iv. Do not change the configuration of the router without the permission of the Network administrator.
- v. Do not run down the batteries of the UPS below specified level.
- vi. Never switch off the datacom equipment without following the proper shut down procedure
- vii. Do not share the passwords of router's and servers with your colleagues.
- viii. Never use water to clean the equipment room.
- ix. Don't use water based fire extinguishers for datacom installations.