

# Network Installation Checklist

WAN IP

ISP

LAN GATEWAY

SUBNET

DEVICES

## Circuit & Network Information

Item	Value
WAN IP Address	.....
ISP Provider	.....
Gateway Device	.....
Local Gateway IP	.....
LAN Subnet	.....
Router Login	.....
Circuit ID	.....
Account Number	.....

## Device Summary

.....  
TOTAL

.....  
PCS

.....  
PRINTERS

.....  
PHONES

.....  
NETWORK

.....  
UNKNOWN

Phase 1: Discovery & Documentation

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☐ Conduct network discovery scan

Date: \_\_\_\_\_

Target: \_\_\_\_\_

Hosts: \_\_\_\_\_

☐ Document ISP circuit information

WAN: \_\_\_\_\_

ISP: \_\_\_\_\_

Gateway: \_\_\_\_\_

☐ Identify workstations

Count: \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

☐ Identify printers

Count: \_\_\_\_\_

• \_\_\_\_\_

☐ Identify VoIP phones

Count: \_\_\_\_\_

• \_\_\_\_\_

☐ Assess physical infrastructure

Cabling, rack space, AP mounting locations, power/UPS

## Phase 2: Router & Firewall Configuration

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### ☐ Configure router/firewall

Gateway:

Device:

Login:

### ☐ Configure VLANs

Current:

#### Recommended VLAN Layout:

- VLAN 10 - Management
- VLAN 20 - Data/Workstations
- VLAN 30 - Voice
- VLAN 40 - Guest
- VLAN 50 - IoT/Printers

### ☐ Configure firewall rules

Address security findings from scan

### ☐ Configure WiFi SSIDs

#### Recommended SSIDs:

- CustomerName-Staff (WPA3, VLAN 20)
- CustomerName-Voice (WPA2, VLAN 30)
- CustomerName-Guest (Captive Portal, VLAN 40)

### Phase 3: Endpoint Configuration

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☐ **Install NinjaOne agent on workstations**

- .....
- .....

☐ **Configure VoIP phones**

- .....

☐ **Configure printer(s)**

- .....

☐ **Identify unknown devices**

- .....

### Phase 4: Testing & Validation

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☐ **Test internet connectivity**

**WAN IP:**

.....  
Test from all VLANs

☐ **Verify VLAN isolation**

Guest cannot reach internal, Voice QoS working

☐ **Test WiFi coverage & roaming**

Signal strength, roaming, speed test

☐ **Verify all devices accessible**

All PCs, printers, phones reachable

## Phase 5: Documentation & Handoff

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☐ **Document credentials in Keeper**

Router/Firewall, WiFi passwords, Switch management, Printer admin

☐ **Add to UniFi Site Manager**

Site:

☐ **Add devices to NinjaOne**

Org:

☐ **Upload documentation to SharePoint**

OperaConnect Technical > Customer > Technical Docs

☐ **Customer sign-off**

## Sign-Off

**Technician Name**

**Date Completed**

**Customer Representative**

**Customer Signature**