

# 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

0/6

### 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

0/4

### Configure router/firewall

**Gateway:**

.....

**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

0/4

### Install NinjaOne agent on workstations

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

### Configure VoIP phones

- 
- .....

### Configure printer(s)

- 
- .....

### Identify unknown devices

- 
- .....

## Phase 4: Testing & Validation

0/4

### 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

0/5

### 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

OberaConnect Technical > Customer > Technical Docs

### Customer sign-off

## Sign-Off

**Technician Name**

**Date Completed**

**Customer Representative**

**Customer Signature**