**Televic Conference**

**Commissioning Checklist**

Place /project name dd yyyymmdd

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# **Document History**

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| --- | --- | --- | --- |
| **Version** | **Author** | **Date** | **Description** |
| 0.1 | JEC | 6/02/2020 | Initial version |
| 0.2 | KAB | 19/09/2024 | Updated version |
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1. **Introduction & Scope**

**1.1 Introduction**

**1.2 Scope**

## 1.2.1 In scope

Create a list of checked/unchecked items to indicate state and functionality of the Conference system.

Main goal is to indicate potential risks (actual or future) of malfunction due to defects, older or non- consistent SW versions, cabling issues, wrong mounting …

* + 1. **Out of scope**

IT related network configurations

Synoptics configuration

Creation user database

This document does not exclude that in the future, defects or malfunctions may occur.

**1.3 Checklist before commissioning**

|  |  |
| --- | --- |
| **Item** | **Yes/No/Remarks/Not applicable** |
| List of IP addresses available (engine, CoCon room server, gateway if applicable) |  |
| Plixus: All equipment cabled, installed, powered up, updated |  |
| Applicable licenses (CoCon / Confero, FLEX, T-CAM) installed |  |
| IT contact person on-site |  |
| Single point of contact integrator |  |
| Network: necessary firewall settings, port and switch configurations applied |  |
| Administrator rights on Windows PC |  |
| Windows 10/11 installed and English (or French) language supported |  |
| Chrome installed |  |
| SQL database (English version) and SQL Management Studio installed |  |
| TeamViewer installed |  |
| In case of CoCon: Software updated  Hardware within PC specifications |  |
| In case of Confero (Hybrid): Gateway enrolled |  |
| In case of wireless G4, map of wireless environment (network / channels) available |  |
| Information on how the system will be used / most common use cases available (audio routing, voting, API, camera’s …) |  |

# **Overview of Installation**

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**2.1 Persons present during commissioning**

Company name

Represented by:

Client name

Represented by:

**2.2 Installation Description**

Description and list of installed devices/softwares.

Copy paste device and software overview list of webserver of all Televic systems

(Plixus, Confidea G4, IR lingua …).

Add SW version info of all other Televic systems without webserver, such as CoCon.

**2.3 Conducted Checks and Tests**

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## 2.3.1 Cabling check

|  |  |
| --- | --- |
| **Item** | **Yes/No/Remarks/Not applicable** |
| ALL data cables should be according to Televic specification, i.e. use of CAT5E or higher, Foil Twisted Pair datacables |  |
| ALL patch connectors are of CAT5E or higher shielded type |  |
| No sharp bended datacables allowed as that may result in broken shielding and wires over time |  |
| Visible check of all connectors  Check for loose contacts, power interruptions when touching connectors |  |
| Cable sections used according to Televic Plixus calculator tool (if applicable) |  |
| Up to date cabling diagram present |  |
| Other |  |

**2.3.2 Check of all software and firmware versions**

Check if SW versions of installed devices and software are according to latest (at time of installation) released versions and/or if all firmwares and softwares on devices are corresponding and compatible.

See <https://www.televic.com/en/conference/support/software-updates> for more details

In case of doubt contact [support-conference@televic.com](mailto:support-conference@televic.com)

|  |  |
| --- | --- |
| **Item** | **Yes/No/Remarks/Not applicable** |
| Do all Plixus devices have firmware and software with the same CRP version? |  |
| CoCon version (if applicable) corresponds with used Plixus CRP version |  |
| Wireless systems (if applicable) updated with latest versions: G4, Lingua IR … |  |
| Dante cards (if applicable) updated with latest version? |  |
| Dante LAN (if applicable) and general LAN separated physically or by managed LAN switches |  |
| Other |  |

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## 2.3.3 General check of physical installations

|  |  |
| --- | --- |
| **Item** | **Yes/No/Remarks/Not applicable** |
| Visible defects noticed |  |
| Missing items |  |
| Enough ventilation or forced cooling foreseen for heat  producing devices |  |
| Use the diagnostics tool to check the error counters  in the databus |  |
| Position of wcap (antennas if used) according to  Televic installation guidelines  See Televic manuals for details |  |
| Position of IR RAD (if used) according to Televic footprint calculator or according to Televic sugges- tions |  |
| Use G4 (if used) Confero diagnostics tool to check the RF behavior |  |
| In case of G4, general check of RF environment and WAP configuration |  |
| In case of Confero Cloud, check general gateway and Plan & Meet functionality and check internal diagnostics (confero.televic.com/insights) |  |
| Other |  |

**2.3.4 General functionality check**

Check all expected features

|  |  |
| --- | --- |
| **Item** | **Yes/No/Remarks/Not applicable** |
| Microphone functionality (all units) |  |
| Audio routing as expected and if applicable, check Dante routing |  |
| Audio DSP settings adjusted and approved (no audio feedback)  Check in all use cases |  |
| If applicable, video routing as expected |  |
| If applicable, interpretation channels available and functioning |  |
| If applicable, voting functionality |  |
| If applicable, good reception (no audio errors) noticed on wireless delegate units  Check on all used seat locations |  |
| If applicable, IR receivers reception check on all seat locations |  |
| In case of CoCon, switch off the camera tracking (if applicable) and use the diagnostics tool to do the virtual button push stress test. Switch camera tracking back on after the test. |  |
| If applicable, signage functionality check |  |
| If applicable, nameplate functionality check |  |
| If applicable, badge or fingerprint functionality check |  |
| If applicable, T-CAM or Confero CAM functionality check |  |
| If applicable, Plixus and G4 coupling check |  |
| Reboot system and check all functionality again (at least 5 times) |  |

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|  |  |
| --- | --- |
| **Item** | **Yes/No/Remarks/Not applicable** |
| Other |  |

## 2.3.5 Check of loop cabling (redundancy) (if applicable)

This check can/may be done via the Plixus diagnostics tool or by physically interrupting the loop.

|  |  |
| --- | --- |
| **Item** | **Yes/No/Remarks/Not applicable** |
| Use of Plixus diagnostics tool to determine if all loops are intact |  |
| Use of Plixus diagnostics tool (integrated in Plixus webserver since CRP 6.0) to determine if all branches/loops are according to diagram |  |
| If Plixus diagnostics tool was not used :   1. Switch off system 2. Disconnect the loops on one side or in the middle 3. Reboot the system and check if all micro- phones are still functional: This checks if loops are intact 4. Reconnect the loops |  |
| Other |  |

Image libraries & graphics

[Icons - Google Fonts](https://fonts.google.com/icons)

[Noun Project: Free Icons & Stock Photos for Everything](https://thenounproject.com/)

[Color Shades and Tints Finder | ArtyClick](https://colors.artyclick.com/color-shades-finder/?color=#A6CE39)

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## 2.3.6 Plixus Engine logfiles analysis (optional)

You can download the Plixus engine log files from the Plixus webserver and send them to Televic for analysis. This analysis can detect cabling or instability issues even if it was not yet noticed functionally. This analysis also shows the actual connectivity, so it can be crosschecked with the cabling diagram.

System needs to be rebooted, normal conference activities done (some mics activated, votings done…). During this test **NO changes** in cabling are allowed, no units swapped, added or removed!

After 1 hour download the log files and send them to [support-conference@televic.com](mailto:support-conference@televic.com) for analysis.

|  |  |
| --- | --- |
| **Item** | **Yes/No/Remarks/Not applicable** |
| Logs sent and analysed by Televic |  |

## 2.3.7 Other

|  |  |
| --- | --- |
| **Item** | **Yes/No/Remarks/Not applicable** |
| Training/User instructions given to end client |  |
| Documentation of the system handed over to end client |  |
| SQL management Studio 2016 or later installed on CoCon PC (if used) |  |
| Backups made of SQL database, Lite database (CoCon.db), delegate database, CU configurations, audio/video/interpreter/T-CAM… configurations (XML, JSON… formats), meeting manager templates, device overview, CoCon installer, .tuf file, licenses, backup CU |  |
| Other |  |

**GET IN TOUCH »**



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