TRISYS INC.

Thank you for purchasing Trisys' **Replay RTP** Call Recording solution. To ensure a more satisfactory installation process, please provide the Pre-Installation Checklist form below to the appropriate parties in your organization who will be responsible for completion of the required pre-installation tasks on page 2 below. Upon completion of all of the required pre-installation tasks, complete page 2 of the form and return it to your Trisys representative. Within 48 hours of receipt of the form, we will schedule a Pre-Installation Walkthrough Call. It is critical to have both the engineer responsible for our product installation and the customer's network administrator on the Pre-Installation Walkthrough call in order to insure a trouble-free installation. Following the successful completion of the Walkthrough call, we will schedule a mutually agreed upon time for the Replay installation.

Instructions:
1. Verify that each required item has been addressed by checking the respective check-box on the form.
2. Provide the contact information in the Client and Dealer sections, sign and fax (or scan and email) this form to your Trisys sales representative. Please note that signatures are required from both the Client and the Dealer.

Please be advised by submitting this completed form to Trisys, you hereby affirm that all the required tasks detailed on page 2 of this form are completed or addressed, and that there are no outstanding item(s) that will delay a scheduled installation.

If any of the required tasks are NOT completed contrary to the statements below or the required personnel is not available at the time of the scheduled installation, Trisys reserves the right to cancel, postpone or reschedule the installation and/or impose T&M charges.

Replay RTP Pre-Installation Checklist

Trisys Inc.

<u>Preferred installation date and time</u>

1st Choice: ____/____/_____ (Monday through Friday)
Time: ____:____ (between 9:00 AM and 2:00 PM EST)

2nd Choice: ____/____/_____ (Monday through Friday)
Time: ____:____ (between 9:00 AM and 2:00 PM EST)

(Trisys does not guarantee but will try its best to accommodate one of the above dates)

<u>The following items must be completed prior to the date and time requested above</u>

☐ All networking issues (i.e. permissions, adding PC to Domain/Network, Login-ID, etc.) have been addressed with the customer's System and /or Network Administrator(s)

☐ Connection from PBX to TAPIT/REPLAY PC has been established and verified for SMDR/CDR/File delivery

☐ Remote access to Replay and TAPIT/REPLAY PC will be available (Trisys has Logmein software that can be installed on the day of the install for this purpose)

☐ Analog lines are connected via your Patch Panel to the ports on the TAPIT/REPLAY PC. Two trunks for each port. (Documentation on this is included with the TAPIT/REPLAY PC)

☐ Customer's Network Administrator will be accessible during installation

☐ Reseller's Technician assigned to the installation will be present during installation

☐ The Tapit/REPLAY PC(s) will be connected to a UPS (We strongly recommend a Smart UPS)

Client Name: _____ (company name)

    Contact: _____ **Signature:** _____

    Date: ____/____/_____

Client's Network Admin: _____ **Tel:** _____

    (This person will be on-site during Replay installation)

    Email:_____

Dealer Name: _____ (company name)

    Contact: _____ **Signature:** _____

    Date: ____/____/_____

Dealer's technician: _____ **Tel:** _____

    (This person will be on site during Replay installation)

    Email:_____

The following is to be completed by Trisys.

Installation Date: ____/____/_____ (mm/dd/yyyy)   **Time:** ____:____ (hh:mm) **EST**

Trisys' engineer: _____ (name)

Trisys Inc.
187 Columbia Turnpike
Suite 484
Florham Park, NJ 07932

www.trisys.com

Phone: 973-360-2300
Fax: 973-360-2222
Email: general@trisys.com