Preparing Your Network for Collaboration

This document contains worksheets that will help you:

- Order ISDN for your collaboration system in the United States and Canada
- Order ISDN for your collaboration system outside of the United States and Canada
- Gather the information necessary to complete the installation of your collaboration system on your LAN computer network

These worksheets should be completed with the assistance of your company’s network administrator and/or your ISDN service provider.

If your site already has ISDN set up and configured (installed and provisioned), you only need to fill out the “How to Prepare Your Collaboration System for Your LAN Computer Network” worksheet on page 6.
How to Order ISDN BRI for Your Collaboration System in the United States and Canada

This worksheet will help you order ISDN BRI for your collaboration system by guiding you through the process and ensuring that you receive the correct ISDN line for your collaboration system.

There are two sections in this ordering worksheet:

Section One should be completed by the collaboration system user.
Section Two should be completed by the ISDN service provider.

Step 1: The collaboration system user fills out Section One of this worksheet. The user then forwards this worksheet to the ISDN service provider, who completes Section Two.

Step 2: The ISDN service provider provisions the correct ISDN BRI and completes Section Two of this worksheet, supplying the user with all the information necessary to install the collaboration system. The ISDN service provider returns the completed worksheet to the user listed in Section One.

Step 3: The user retains this worksheet for quick reference when installing the collaboration system.

Note: In the United States and Canada, you may need to plug your collaboration system into a device called an NT-1 box before you plug the system into your ISDN wall jack. Your ISDN service provider will note in Section Two if you need an NT-1 box and, if so, how to order one.

Section One

To be completed by the collaboration system user:

The site where I want my ISDN BRI installed is in the following city and country:
_________________________________________________________________________________________________

I need:
❑ Four ISDN lines for a Quad-BRI system (512 kbps)
❑ Other: _________________________________________________________________________________________

I [ ] do [ ] not want to connect multiple devices (for example, collaboration equipment, facsimile, and/or computer) to the same incoming ISDN line.

My ISDN service provider is:
_________________________________________________________________________________________________

My name and contact information:
Name: ____________________________ Title: ____________________________
Company: ______________________________________________________________________________________
Street: _________________________________________________________________________________________
City: ____________________________ State/Province: ____________________________ Zip: _________________
Phone: __________________________ Fax: __________________________

If your system uses an IMUX, you’ll need to know the following information as you go through the installation process:

IMUX Type: __________________________ IMUX Call Mode: ______


Section Two

To be completed by the user’s ISDN service provider:

Please read the “ISDN BRI Service Specification” section below, then fill in the “Information Required from ISDN Service Provider” section. Return this information to the collaboration system user listed in Section One on the previous page.

ISDN BRI Service Specification

- As defined by Bellcore, the ISDN BRI simplified ordering packages are: Capability Package R (circuit switched data on two B channels, data capabilities including Calling Number Identification, and no voice capabilities) or Capability Package S (alternate voice/circuit switched data on two B channels, and data and voice capabilities including Calling Number Identification).
- Both B channels must carry circuit-switched collaboration data simultaneously. One channel should support voice.
- The ISDN BRI service must allow collaboration calls to be dialed on either B channel or on both simultaneously.
- The D channel should not permit X.25 packet data.
- The ISDN BRI service must be configured as Terminal Type A, must support automatic Terminal Endpoint Identifiers (TEIs), must be tariffed and available from the customer’s local central office, and must have passed a loop-qualification test at the user site listed in Section One.
- Because the system recognizes only the last seven digits when passing the local number to the far end for a bonded call, any digits preceding the last seven digits must be the same for each ISDN line connected to the system.

Note: The ISDN service provider should not block BRI collaboration transmissions into its data network.

Information Required from ISDN Service Provider

ISDN BRI service [ ] is [ ] is not tariffed, available, and loop-qualified at the site the user has listed.

User needs an NT-1 box to use the ISDN BRI service: [ ] Yes [ ] No.
- If Yes, the ISDN BRI service provider [ ] can [ ] cannot supply it.
- If the ISDN BRI service provider cannot supply needed NT-1 box, then who is a recommended supplier?

_____________ Phone: ( ) _____ -____________

This user’s service will use which of the following ISDN BRI dialects? Check only one:

- 5ESS Point-to-Point Custom [ ] 5ESS Multipoint Custom [ ] DMS-100 [ ] National ISDN (NI1) [ ] G3 PBX

Which Network Number Type will the ISDN service use? (Not required for 5ESS.) Check only one:

- Unknown [ ] International [ ] National [ ] Network Specific [ ] Subscriber

Which Network Numbering Plan will the ISDN service use? (Not required for 5ESS.) Check only one:

- Unknown [ ] ISDN [ ] Data <X.21> [ ] Telex (F.69) [ ] National [ ] Private

Does the service require SPIIDs in addition to the Local Numbers? Check only one:

- This user’s ISDN BRI line does not require a Service Profile Identifier (SPIID) number for installation. The table below lists the local number(s) assigned to the user’s line(s).
- This user’s ISDN BRI line requires the following SPIIDs and local line number(s) (also called directory number, Multi-Subscriber Number, or MSN) for installation to the user’s line(s).

<table>
<thead>
<tr>
<th>Line 1</th>
<th>Local Number 1</th>
<th>SPIID 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 2</td>
<td>Local Number 1</td>
<td>SPIID 1</td>
</tr>
<tr>
<td>Line 3</td>
<td>Local Number 1</td>
<td>SPIID 1</td>
</tr>
<tr>
<td>Line 4</td>
<td>Local Number 1</td>
<td>SPIID 1</td>
</tr>
</tbody>
</table>

Note: If one line is provisioned for voice calls, indicate which line:

Please provision the ISDN network and return this worksheet to the user at the fax, phone, or address listed in Section One on the previous page.
How to Order ISDN BRI for Your Collaboration System Outside the United States and Canada

This worksheet will help you order ISDN BRI for your collaboration system by guiding you through the process and ensuring that you receive the correct ISDN line for your collaboration system.

There are two sections to this ordering worksheet:

Section One should be completed by the visual collaboration system user.

Section Two should be completed by the ISDN service provider.

Step 1: The visual collaboration system user fills out Section One of this worksheet. The user then forwards this worksheet to the ISDN service provider, who completes Section Two.

Step 2: The ISDN service provider provisions the correct ISDN BRI and completes Section Two of this worksheet, supplying the user with all the information necessary to install the collaboration system. The ISDN service provider returns the completed worksheet to the user listed in Section One.

Step 3: The user retains this worksheet for quick reference when installing the visual collaboration system.

Section One
To be completed by the collaboration system user:

The site where I want my ISDN BRI installed is in the following city and country:

_________________________________________________________________________________________________

I need:

❑ Four ISDN lines for a Quad-BRI system (512 kbps)
❑ Other: _________________________________________________________________________________________

I [ ] do [ ] do not want to connect multiple devices (for example, collaboration equipment, facsimile, and/or computer) to the same incoming ISDN BRI line.

My ISDN service provider or international carrier is:

_________________________________________________________________________________________________

_________________________________________________________________________________________________

My name and contact information:

Name: ________________________________________ Title: ____________________________
Company: ______________________________________________________________________________________
Street: ___________________________________________________________________________________________
City: ______________________________________ Country: _________________ Postal Code: _________________
Phone: _________________________________________ Fax: ___________________________

If your system uses an IMUX, you’ll need to know the following information as you go through the installation process:

IMUX Type: ___________________________ IMUX Call Mode:____
Section Two

To be completed by the user’s ISDN service provider:

Please read the “ISDN BRI Service Specification” section below, then fill in the “Information Required from ISDN Service Provider” section. Return this information to the collaboration system user listed in Section One on the previous page.

ISDN BRI Service Specification

• Both B channels must carry circuit-switched collaboration system data.
• The ISDN BRI service must allow collaboration calls to be dialed on either B channel or on both simultaneously.
• The D channel should not permit X.25 packet data.
• The ISDN BRI service must be configured as Terminal Type A.
• The ISDN BRI service must support automatic Terminal Endpoint Identifiers (TEIs).
• The ISDN BRI service must be tariffed and available at the user site listed in Section One.
• Because the system recognizes only the last seven digits when passing the local number to the far end for a bonded call, any digits preceding the last seven digits must be the same for each ISDN line connected to the system.

Note: The ISDN service provider should not block BRI collaboration transmissions into its data network.

Information Required from ISDN Service Provider

ISDN BRI service [ ] is [ ] is not tariffed, available, and loop-qualified at all the sites the user has listed. This user’s service will use which of the following ISDN BRI dialects (also known as protocol or switch types)? Check only one:

[ ] Euro-ISDN (CTR3) Europe and elsewhere
[ ] INS-Net64 (NTT/KDD) Japan
[ ] NET3 (Taiwan Variant) Taiwan
[ ] VN3 Europe (Legacy)
[ ] 1TR6 Europe (Legacy)
[ ] TPH1962 Australia/New Zealand (Legacy)
[ ] NET1 Belgium (Legacy)
[ ] 5ESS Point-to-Point United States
[ ] 5ESS Multipoint United States
[ ] DMS-100 United States
[ ] National ISDN (NI1) United States

Which Network Number Type will the ISDN service use? (This information is not required for 5ESS.) Check only one:

[ ] Unknown [ ] International
[ ] National [ ] Network Specific [ ] Subscriber

Which Network Numbering Plan will the ISDN service use? (This information is not required for 5ESS.) Check only one:

[ ] Unknown [ ] ISDN [ ] Data <X.21>
[ ] Telex (F.69) [ ] National [ ] Private

This user’s Local Line Numbers (also known as Multi-Subscriber Numbers, MSNs, or the numbers other users will dial to connect to this user’s collaboration system) are:

Line 1 Local Number 1 ____________ Local Number 2 ____________
Line 2 Local Number 1 ____________ Local Number 2 ____________
Line 3 Local Number 1 ____________ Local Number 2 ____________
Line 4 Local Number 1 ____________ Local Number 2 ____________

Note: If one line is provisioned for voice calls, indicate which line:

If the user plans to use multiple devices on this ISDN BRI line (see Section One), please specify if:

[ ] MSNs will filter calls [ ] Subaddresses will filter calls

Please provision the ISDN BRI network and return this worksheet to the user at the fax, phone, or address listed in Section One on the previous page.

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How to Prepare Your Collaboration System for Your LAN Computer Network

This worksheet will help you get the information you need to install your collaboration system on your company’s LAN computer network.

Your Network Administrator, or the person who sets up the equipment on your company’s network, should complete this worksheet before you install your collaboration system. Once you have this information, continue with your installation and refer to this worksheet as needed.

To be completed by the Network Administrator:

To use your system for LAN-based system management and LAN-based software upgrades you need to know the type of addressing your network uses:

[ ] DHCP (Dynamic Host Configuration Protocol) (Recommended for LAN calls)
[ ] Fixed IP address (Recommended for LAN calls)

IP address for the collaboration system: ________________
Subnet Mask: ________________
LAN Gateway: ________________

Check the type of configuration the system uses. Check only one:

[ ] Use DNS Server Configuration
[ ] Use WINS Server Configuration

Host: ________________ Domain: ________________ Primary WINS: ________________
Primary DNS: ________________ Secondary WINS: ________________
Secondary DNS: ________________

To ready your system for LAN-based collaboration you also need to know:

Gatekeeper DNS name or IP address (if necessary): _______________________________________________________
Alias for the collaboration system: ___________________________________________________________________
Extension (Terminal ID or E.164 number) for the collaboration system: _______________________________________

SNMP Information (if necessary)

If you intend to ready your system for remote management via Simple Network Management Protocol (SNMP), you also need to know:

IP address for the network management station: ________________
SNMP community string: ___________________________________________________________________________

Dialing Directory Information (if necessary)

If you intend to use central dialing directories with your visual collaboration system(s), you need to know:

Central Directory (LDAP) Server URL or IP address: _______________________________________________________ 
Port number (default is 389): ___________________________ 
Directory service root: ________________________________ Server type: ________________________________
Account password (if you want to auto-publish the account name): ____________________________________________

Document Server (if necessary)

If you intend to use the Document Server option, you need to know:

DNS name or IP address: ____________________________________________________________________________