

# Interview Room

## Questionnaire and Checklist

Agency Name & Address:	
Main Point of Contact Info:	
Camera Placement Decision Maker Contact Info:	
Email Addresses:	
Floor Plans for each location:	
Number of Locations:	
Number of Rooms:	
Cameras Per Room:	
Server Room Locations:	
Types of Walls / Ceilings in Interview Rooms: (i.e. Drywall, Cinder Block, Sound proof walls.)	
Technical / IT Point of Contact:	
# of People to be Trained:	
Requested Install Date:	

## Static IP Address Information and Server Information

Static IP Address for  
Primary & Secondary  
Servers:

Static IP Address for  
Cameras:

Static IP Address for Touch  
Panels:

What are the Primary and  
Alternate DNS:

What is the Subnet?

What is the Default  
Gateway?

**Comments / Questions Section:**