CORNERSTONE TECHNICAL SPECIFICATION REQUIREMENTS

Agency/Site Name: _____ **Agency ID:** _____

LAN DATA CABLING:

Instructions:

Specification Requirements:
Note: *The following cabling specifications are required for a Cornerstone LAN.*

The Cornerstone local area network (LAN) requires Category 5 Enhanced 100baseT, unshielded-twisted pair (UTP) cabling. Each Cornerstone workstation and laser printer requires one (1) cabling "drop" which will terminate to a mounted RJ45 jack located near the workstation/network printer. Depending on the building construction, cabling can be fished through the wall or run through wire mold. There may be local building code regulations that apply to installation of cable. Each workstation/printer drop should run to a RJ45 patch panel and be punched down according to Electronic Industry Association (FIA) standards for Category 5 Enhanced, 100BaseT, UTP Ethernet.

AGENCY CHECKLIST:

- ☐ Choose a local vendor to complete your cabling needs.
- ☐ Verify vendor was made aware of specifications at the start of the job.
- ☐ Indicate to vendor where each Cornerstone workstation, network printer and file server will be located.
- ☐ Fax this form to the Cornerstone Service Desk at 866-594-2872 once all section have been verified and the site is ready for a walk-thru.

Name of Agency/Site Representative: _____

VENDOR CHECKLIST:

- ☐ CAT 5E cabling, with RJ45 connectors, was used.
- ☐ A network drop was installed for every workstation, network printer and file server.
- ☐ All network drops installed run through the wall or through wire mold per building code regulations.
- ☐ All drops terminate at a mounted RJ45 jack.
- ☐ All drops are punched down to a patch panel near the designated area of the file server.
- ☐ Wiremap test has been performed on all drops.

Cable Vendor: _____

Technician name & phone: _____

ELECTRICAL WIRING:

Specification Requirements:
Note: *These electrical specifications are required for a Cornerstone file server.*

A dedicated electrical outlet, rated for 20 amps (20 amp circuit breaker), is required to run the Cornerstone server and associated equipment that is a part of the Cornerstone rack. Dedicated electrical outlets (usually orange in color) must support a standard 3-prong 110-volt electrical plug.

CORNERSTONE TECHNICAL SPECIFICATION REQUIREMENTS

A "dedicated line" means that a single 120-volt line runs from the fuse box to the wall outlet that powers the file server and related equipment associated with the rack (i.e., router, modem, UPS, etc.) and does not branch to other outlets in the building. This dedicated line must also be grounded (i.e., having a third wire in addition to the "hot" and neutral wires). This dedicated line must be protected by a circuit breaker rated for 20 amps.

AGENCY CHECKLIST:

- ▭ Choose a local electrical vendor to complete your electrical needs.
- ▭ Verify vendor was made aware of the specifications at the start of the job.
- ▭ Indicate to vendor where the Cornerstone file server will be located.
- ▭ Fax completed form to the Cornerstone Call   Center at 866-594-2872 once all sections of this form have been verified.

Name of Agency/Site Representative: _____

VENDOR CHECKLIST:

- ▭ Dedicated 120-volt line installed from fuse box to wall outlet for file server.
- ▭ Standard, 3-prong 110-volt electrical outlet installed.
- ▭ 20 amp circuit breaker installed.
- ▭ Put warning label on the circuit breaker: "**Do Not Turn Off. File Server On This Line.**"

Vendor: _____

Technician name & phone: _____

INTERNET WIRING (INTERNET CONNECTIVITY FOR HIGH SPEED AND SINGLE SERVER SOLUTIONS):

Specification Requirements:
NOTE: High Speed Internet specifications are required for a Cornerstone Server Site and a Cornerstone Remote Site using high-speed Internet lines for communications.

A high speed Internet Connection with a Dedicated Static Public IP Address must run directly from the Internet Service Provider's outside line to the point of demarcation inside the site. It should not run through any telephone switch, PBX or other agency-owned telephone equipment housed on site, but needs to have connectivity from the point of demarcation to the location of the Cornerstone Server, Router, Switch and/or firewall.

Specification Requirements:
A dedicated business Internet connection for Cornerstone High-Speed is recommended. If the line will be shared, bandwidth should meet the speed requirements below for Cornerstone, in addition to regular Internet browsing.

Speed requirements (for Cornerstone only) as follows:
1 - 10 concurrent users: 512kbps download, 256kbps upload
10 - 50 concurrent users: 3Mbps download, 1.5Mbps upload
50-100 concurrent users: 6Mbps download, 3Mbps upload
100-150 concurrent users: 8Mbps download, 4Mbps upload

Cable or DSL modem provided by the ISP should support "bridge" mode. Please note, AT&T U-Verse Internet is not recommended because the modem/router provided by AT&T needs additional configuration.

Dedicated Static Public IP Address cannot be behind any firewalls, routers or proxy server.

CORNERSTONE TECHNICAL SPECIFICATION REQUIREMENTS

Site Assigned IP Addresses: _____   **Gateway:** _____

Subnet: _____   **DNS 1:** _____

DNS 2: _____   **Username:** _____

Password: _____

AGENCY CHECKLIST:

- Choose a local Internet service provider to install your internet needs.
- Verify vendor is made aware of the specifications at the start of the job.
- Indicate to vendor how many simultaneous remote users you will have so they will know what type of speeds are required.
- Indicate to vendor where the line should be dropped inside your local agency.
- Fax completed form to the Cornerstone Service Desk at 866-594-2872 once all sections of this form have been verified.

Name of Agency/Site Representative: _____

VENDOR CHECKLIST:

- Internet line has a Dedicated Static IP Address for Cornerstone purposes only.
- Line has connectivity from the point of demarcation to the Cornerstone Router, Switch or Firewall location.
- Line is not run through any telephone switch, PBX or other agency-owned telephone equipment housed at the site.
- Speed requirements for the number of concurrent users are met.
- Dedicated Static IP is publicly accessible and not behind any firewalls, routers or proxy servers.
- Modem provided supports "bridge" mode.

Vendor: _____

Technician name & phone: _____

TELCO WIRING (TELEPHONE CABLING FOR TRADITIONAL DIALUP SITES):

Specification Requirements:
Note: *These Telco specifications are required for a Cornerstone Server Site and a Cornerstone Remote Site using POTS lines for communications.*

A dedicated dial POTS line must be run to the telephone demarcation of the facility by the local telephone company. It should not run through any telephone switch, PBX or other agency-owned telephone equipment housed on site, but should run directly from the local telephone company's outside lines to the location's telephone demarcation inside the site. There should not be any programming on this new telephone line; no call-waiting, no caller-ID, no distinctive ring or any other telephone company "features" with the exception that the new telephone line must be touch tone enabled.

All dedicated dial POTS lines installed to these specifications must then be extended from the telephone demarcation to the location of the Cornerstone File Server or to the location of each Cornerstone Viewer and Host Workstation as applicable.

CORNERSTONE TECHNICAL SPECIFICATION REQUIREMENTS

Please fill out the following when applicable:

Dedicated Phone Number: _____

Dedicated Host Phone Number(s): _____

Dedicated Viewer Phone Number(s): _____

AGENCY CHECKLIST:

- ☐ Choose a local Telephone vendor to complete your Telco needs.

- ☐ Verify that specifications have been delivered to the vendor prior to starting.

- ☐ Identify the type of site you are opening to help determine # of lines needed and placement.

  - ☐ **New Server Site:**
    One dedicated dial POTS line is needed for the purpose of communication between the site and the Central Office in Springfield. The line should terminate near the designated location for the Cornerstone file server.

  - ☐ **New Remote Site – Standard:**
    One dedicated dial POTS line is needed for each host workstation and each viewer workstation for the purpose of communication between workstations. These lines should terminate near the designated location for the workstations.
    Note: ALL host workstations should be located at the main server site near the Cornerstone File Server.

- ☐ Indicate to vendor how many dedicated POTS lines are needed.

- ☐ Indicate to vendor where dedicated POTS lines should be located inside your agency.

- ☐ Fax completed form to the Cornerstone Service Desk at 866-594-2872 once all sections of this form have been verified.

Name of Agency/Site Representative: _____

VENDOR CHECKLIST:

- ☐ All dedicated POTS lines should run directly from the local telephone company's lines outside the location to the telephone demarcation inside the location.

- ☐ All lines should be extended from the telephone demarcation to the Cornerstone Server/Router location and/or all host and viewer workstation locations.

- ☐ All lines are touch tone enabled.

- ☐ No lines should run through any telephone switch, PBX or other agency-owned telephone equipment housed on site.

- ☐ No lines should have any programming; No call-waiting, no caller-ID, no distinctive ring or any other telephone company "features".

Telco Vendor: _____

Technician name & phone: _____

CORNERSTONE TECHNICAL SPECIFICATION REQUIREMENTS

When all requirements have been met in both the agency and vendor checklists, the site should fax the completed form to the Cornerstone Service Desk at 866-594-2872.

If you need assistance or support during this process, please contact Cornerstone Support Services at 866-791-4554.