

FrontRow Conductor Pre-Flight Checklist

Use this checklist as a helpful guide for a successful Frontrow Conductor installation

School Name: _____

School IT department contact: _____

Technical

- Get a **list of static IP addresses, gateways, network time server location and any other required network settings**. It is highly recommended that the Conductor system is on its own VLAN, but it doesn't have to be. But, it does need to be on a class C subnet with a subnet mask of 255.255.255.0. See installer guides or download the planning template at gofrontrow.com/guides-resources.
- Make sure **network is certified and running**.
- Confirm **internet routing is enabled** for the Conductor range if the time server is outside the firewall or remote troubleshooting is desired (recommended).
- Get from school administration:
 1. Bell schedule
 2. Zoning
 3. Bell tones and pre-recorded announcements desired
 4. Emergency action plans
- Program Conductor client software** with the above schedules, zoning, tones/announcements, and plans.
- Projector/Display information** – work with Frontrow technical services to make sure that there will be no device support issues or delays.
- Will there be desktop control software? May require a user interface (layout) discussion.
- Discuss with the school the plan for what needs to happen in the event of a power outage.

Physical

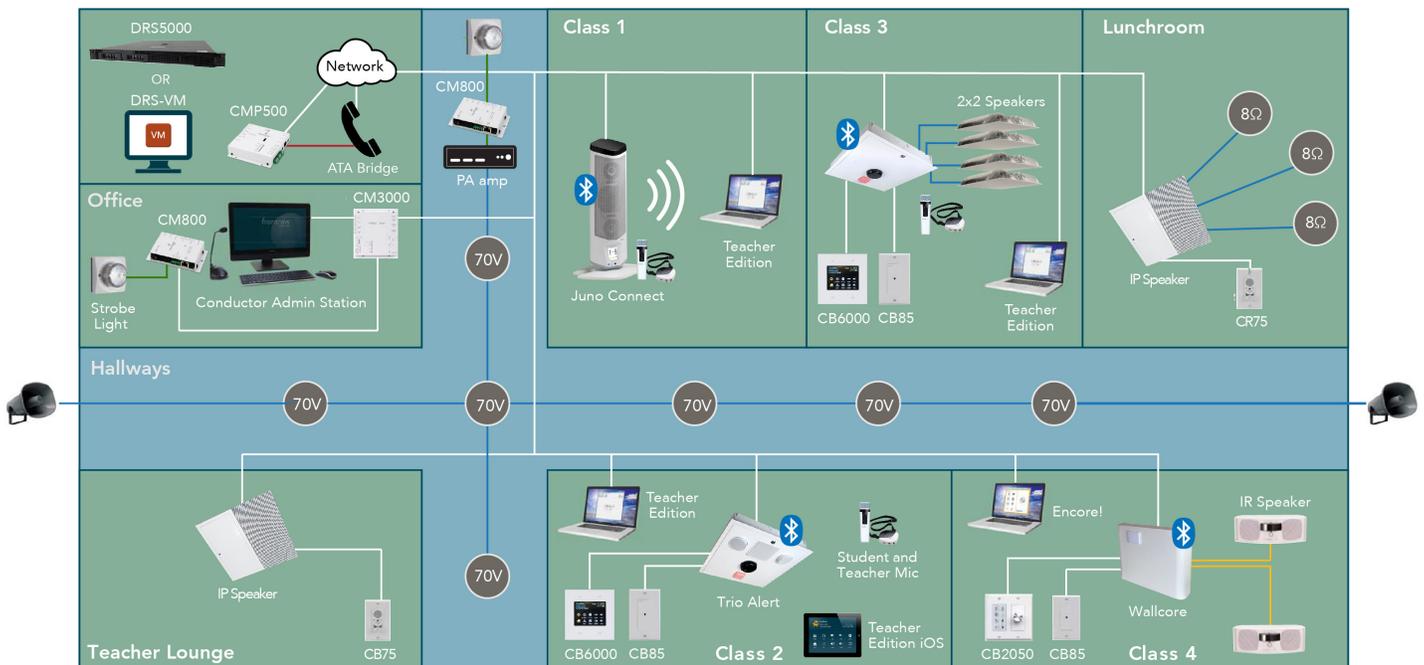
- Make sure you have all the required room numbers and location names that will be part of the Conductor system, having a school floorplan is very helpful for this.
- Determine wall plate locations within classrooms.
- Discussion about common areas, such as: Hallways, Admin areas, Gymnasium, Cafeteria, Teacher's Lounge, and outdoor areas. Make sure that there are no holes in paging coverage.
- Admin station location/installation.
- DRS5000 server or DRS-VM virtual server setup and installation, determine the best location.
- Discuss server backup plan.*
- Will there be a telephone interface? If so, discuss the need for an analog phone line.

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If installing ezRoom components as part of your complete Conductor installation

- ✔ **Reset the project programming computer IP address** to communicate with FrontRow devices. See ezRoom installer guides at gofrontrow.com/guides-resources.
- ✔ You should have **'Golden master' configuration files programmed and tested** according to project needs. You can download and modify starter configuration files at gofrontrow.com/guides-resources#configfiles. See ezRoom installer guides at gofrontrow.com/guides-resources for details.
- ✔ Have **configuration files loaded on each FrontRow component with proper IP address**. See ezRoom installer guides at gofrontrow.com/guides-resources for details.
- ✔ Controller button layout, discuss with the end user the specific button layouts required.
- ✔ Determine controller locations within classrooms.
- ✔ Will there be wireless microphones? Think about IR coverage.

Conductor Installation Example



*1x2 and Cut-in speakers also available

Example of a FrontRow Conductor equipped school.
This is not a formal wiring diagram.

- 2-wire cable
- Sensor / Speaker combo cable
- RJ11 phone line
- Speaker cable
- [white] Cat5e/6 cable

**We recommend a regular main server backup practice. An ideal backup process includes restoring main server files to a backup server connected to the network with a different IP address. Should the main server ever fail, the IP address of the backup server can then be changed so that services are back online within minutes.*