



Introduction

This *Client Back Office Prerequisites Checklist* document describes the requirements and prerequisites necessary to begin planning for COBAN DVMS/CCUBE Back Office Solution to be deployed with minimal hindrance or performance issues as possible.

This document is intended for those involved in planning, designing and deployment of *COBAN DVMS/CCUBE Back Office Solution*. The intended audience includes the following roles:

- IT personnel and supporting agents who require knowledge for deploy the *COBAN DVMS/CCUBE Back Office Solution*.
- Architect and planners responsible for driving architecture level decisions
- Project Management and Accounting to assist navigating the different level of the project and funding of equipment if any requirements are not met.

It is assumed that the audience has knowledge and familiarity with network and system infrastructure of their environment to complete this form.



Client Back Office Prerequisites Checklist

This checklist will detail the prerequisites identified either as Required, Optional, or Recommended that should be reviewed and completed first, before starting to work on the Deploying COBAN DVMS Back Office Solution.

Required – Unless verified or completed, it can impact the successful outcome of the Deployment or supportability of the environment

Optional – Depending on your business and/or technical requirements and constraints, you may choose to verify or complete

Recommended – Optional but highly recommended by COBAN Technologies

DVMS Workstation (Upload, Interview Room, DVD Single and Automated Control Workstations) Minimum Specification Requirement:

Required	<input type="checkbox"/> Core 2 DUO, 2.2GHz or Above
Recommended	<input type="checkbox"/> Intel Core i5
Required	<input type="checkbox"/> 2GB RAM
Recommended	<input type="checkbox"/> 4GB RAM or Above
Required	<input type="checkbox"/> 64 MB Graphics Card
Recommended	<input type="checkbox"/> 512 MB Graphics Card
Required	<input type="checkbox"/> OS: Windows XP Professional with SP3 (Works Best with Current DVMS)
Recommended	<input type="checkbox"/> OS: OS: Windows 7 Professional SP1
Required	<input type="checkbox"/> 4 USB 2.0 port for upload cradle (Mobile HDD upload/download & Automated DVD)
Required	<input type="checkbox"/> Active Gigabit Ethernet Connection with assigned static IP address
Required	<input type="checkbox"/> Windows Media Player 9.0 or higher
Required	<input type="checkbox"/> MPEG2 Codec installed – If MPEG 2 video format is used
Required	<input type="checkbox"/> DIVX Player installed – If MPEG 4 video format is used
Required	<input type="checkbox"/> 320 GB Free Hard Disk Space
Recommended	<input type="checkbox"/> 500 GB Free Hard Disk Space or above

Single DVD Burning and Automated DVD Host Workstation Minimum Spec. Requirement: *Must meet all the requirement under DVMS Client Workstation plus the following*

Required	<input type="checkbox"/> DVD R/RW /CD R/RW +/- Drive
Required	<input type="checkbox"/> DVD burning software (if officers are to burn DVD/CDs from the department workstations)
Required	<input type="checkbox"/> 4 GB RAM or Above



CCUBE Client Back Office Prerequisites Checklist

This checklist will detail the prerequisites identified either as Required, Optional, or Recommended that should be reviewed and completed first, before starting to work on the Deploying COBAN CCUBE Back Office Solution.

Required – Unless verified or completed, it can impact the successful outcome of the Deployment or supportability of the environment

Optional – Depending on your business and/or technical requirements and constraints, you may choose to verify or complete

Recommended – Optional but highly recommended by COBAN Technologies

CCUBE Workstation (Upload and DVD Single Workstations)

Minimum Specification Requirement:

Required	<input type="checkbox"/> Intel Core i3, 2.2GHz or Above
Recommended	<input type="checkbox"/> Intel Core i7
Required	<input type="checkbox"/> 2GB RAM
Recommended	<input type="checkbox"/> 4GB RAM or Above
Required	<input type="checkbox"/> 512 MB PCI Express Graphics Card
Recommended	<input type="checkbox"/> 2GB PCI Express Graphics Card
Required	<input type="checkbox"/> OS: Windows XP Professional with SP3 (Works Best with Current DVMS)
Recommended	<input type="checkbox"/> OS: OS: Windows 7 Professional SP1 64-Bit
Required	<input type="checkbox"/> 4 USB 2.0 port for upload cradle (Mobile HDD upload/download)
Recommended	<input type="checkbox"/> 2 USB 3.0 port for upload cradle (Mobile HDD upload/download)
Required	<input type="checkbox"/> Active Gigabit Ethernet Connection
Required	<input type="checkbox"/> Windows Media Player 9.0 or higher
Required	<input type="checkbox"/> VLC Media Player 2.0.0 or higher
Required	<input type="checkbox"/> DIVX Player installed – If MPEG 4 video format is used
Required	<input type="checkbox"/> 320 GB Free Hard Disk Space
Recommended	<input type="checkbox"/> 500 GB Free Hard Disk Space or above

Single DVD Burning Workstation Minimum Spec. Requirement:

Must meet all the requirement under CCUBE Client Workstation plus the following

Required	<input type="checkbox"/> DVD R/RW /CD R/RW +/- Drive
Required	<input type="checkbox"/> DVD burning software (if officers are to burn DVD/CDs from the department workstations)
Required	<input type="checkbox"/> 4 GB RAM or Above

Server Back Office Prerequisites Checklist

DVMS Server/Disk Storage Minimum Spec. Requirement:

Required	<input type="checkbox"/> XEON or Above
Required	<input type="checkbox"/> 4GB RAM or Above
Recommended	<input type="checkbox"/> 16 GB RAM or Above (If client is running Tivoli TSM)
Required	<input type="checkbox"/> 500 GB Free Hard Disk Space or above
Required	<input type="checkbox"/> 64 MB Graphics Card
Required	<input type="checkbox"/> OS: Windows Server 2008 SP2 or Above
Recommended	<input type="checkbox"/> OS: Windows Server 2012 (64 Bit) or Above (If RAM exceeds 4GB)
Required	<input type="checkbox"/> Database: Microsoft SQL Server 2008 R2 or Above
Required	<input type="checkbox"/> Mirrored drive for OS and database
Required	<input type="checkbox"/> Each Disk Volume must be formatted and locally assigned a drive letter by the server
Required	<input type="checkbox"/> Active Gigabit Ethernet Connection with assigned static IP address
Required	<input type="checkbox"/> Redundant Power Supply
Required	<input type="checkbox"/> Disk Storage Array system must be configured. Volume size to be determined. Note that NAS and SAN should be connected and presented to the operating system as a drive letter.
Required	<input type="checkbox"/> Rack-Mountable server should be racked and running with network access and a UPS backup

Uninterruptible Power Supply (UPS) Requirement:

All COBAN supplied Server and Tape Library are accompany with an UPS which will require one of the following receptacle.



- Department must provide a Dedicated 20 Amp Circuit
- Department must provide a NEMA 5-20R Receptacle



- Department must provide a Dedicated 30 Amp Circuit
- Department must provide a NEMA L5-30R Receptacle

DVMS/CCUBE Virtual Server/Disk Storage Minimum Spec. Requirement:

Required	<input type="checkbox"/> 2 virtual processors or Above
Required	<input type="checkbox"/> 4GB RAM or Above
Recommended	<input type="checkbox"/> 16 GB RAM or Above (If client is running Tivoli TSM)
Required	<input type="checkbox"/> 500 GB Free Hard Disk Space or above
Required	<input type="checkbox"/> 64 MB Graphics Card
Required	<input type="checkbox"/> OS: Windows Server 2008 SP2 or Above
Recommended	<input type="checkbox"/> OS: Windows Server 2012 (64 Bit) or Above (If RAM exceeds 4GB)
Required	<input type="checkbox"/> Database: Microsoft SQL Server 2008 R2 or Above
Required	<input type="checkbox"/> Each Disk Volume must be formatted and locally assigned a drive letter by the server
Required	<input type="checkbox"/> Active Gigabit Ethernet Connection with assigned static IP address
Required	<input type="checkbox"/> Disk Storage Array system must be configured. Volume size to be determined. Note that NAS and SAN should be connected and presented to the operating system as a drive letter.



CCUBE Server Minimum Specification Requirement:

Required	<input type="checkbox"/> Intel Core i7, 2.2GHz or Above
Recommended	<input type="checkbox"/> Intel XEON or Above
Required	<input type="checkbox"/> 8GB RAM
Recommended	<input type="checkbox"/> 16GB RAM or Above
Required	<input type="checkbox"/> 512 MB PCI Express Graphics Card
Recommended	<input type="checkbox"/> 2GB PCI Express Graphics Card
Required	<input type="checkbox"/> OS: Windows XP Professional with SP3 (Works Best with Current DVMS)
Recommended	<input type="checkbox"/> OS: Windows Server 2008 R2 SP1 64-Bit or Above
Required	<input type="checkbox"/> 4 USB 2.0 port for upload cradle (Mobile HDD upload/download)
Recommended	<input type="checkbox"/> 2 USB 3.0 port for upload cradle (Mobile HDD upload/download)
Required	<input type="checkbox"/> Active Gigabit Ethernet Connection with assigned static IP address
Required	<input type="checkbox"/> Windows Media Player 9.0 or higher
Required	<input type="checkbox"/> VLC Media Player 2.0.0 or higher
Required	<input type="checkbox"/> DIVX Player installed – If MPEG 4 video format is used
Required	<input type="checkbox"/> 1TB Free Hard Disk Space
Recommended	<input type="checkbox"/> 4TB Free Hard Disk Space or above
Recommended	<input type="checkbox"/> Redundant Power Supply

Single DVD Burning Server Minimum Spec. Requirement:

Must meet all the requirement under DVMS Client Workstation plus the following

Required	<input type="checkbox"/> DVD R/RW /CD R/RW +/- Drive
Required	<input type="checkbox"/> DVD burning software (if officers are to burn DVD/CDs from the department workstations)
Required	<input type="checkbox"/> 4 GB RAM or Above

Tape Library:

If tape library is used and to be configured by the customer's IT department, please have the following items completed before COBAN Staff arrives

Required	<input type="checkbox"/> Unpack and label all the tapes (if PD provided the tapes)
Required	<input type="checkbox"/> Install the SAS or Fiber Host Adapter Card on the Server
Required	<input type="checkbox"/> Attach the SAS or Fiber Channel cables
Required	<input type="checkbox"/> Library must be Dell & IBM Certified TSM Library, all other tape libraries need to be compatible with Tivoli Storage Manager
Required	<input type="checkbox"/> If the Tape Library is shared, a Logical Library (Partition) dedicated to COBAN's video solution
Required	<input type="checkbox"/> It is the responsibility of the PD to configure the library into multiple logical libraries
Required	<input type="checkbox"/> If the PD is to configure the Tape Library, at least 2 minimum drives should be assigned to COBAN's video solution. Three or more tape drives are strongly recommended
Required	<input type="checkbox"/> All scratch tape(s) and cleaning tape(s) should be labeled and checked in to the library Notes: For commands, please refer to the TSM Reference Guide



Working environment

- Server room and workstation office space have been certified by qualified electrician and network specialist to ensure proper electronic power and network connectivity is in place.

To install the software in a network environment:

- One domain account with local administrator’s privilege (on both the server and all workstations) this is needed during the installation.

COBAN Engineers will train customer’s IT personnel about maintaining this account information.

On-Site Deployment and Network Security:

The user of DVMS System needs to have certain access rights on the Video Server to perform the desired tasks.

Required	<input type="checkbox"/> The customer will need to allow COBAN Engineers full rights to server and workstation where the server and workstation have been installed and configured. Local Administrator access and Domain User access is <u>REQUIRED</u> .
Required	<input type="checkbox"/> The customer will need to assign a network/IT specialist to participate throughout the whole server/storage/workstation installation process to ensure successful deployment.

Please have the following available for the COBAN Representative:

Required	<input type="checkbox"/> Windows (Server/Desktop) Install Media and License (If provided by the PD)
Required	<input type="checkbox"/> SQL Install Media and Licenses (If provided by the PD)
Required	<input type="checkbox"/> Codec Install Media and Licenses (If provided by the PD)
Required	<input type="checkbox"/> Backend and Workstation related Hardware, and other COBAN provided equipment (Hard Drive Cradles, Auto DVD robots, etc.)