



Service Product Description

# Staging Service

NTT Ltd's staging service provides for the testing/burn-in and pre-configuration of products prior to installation at the client location. Staging services are typically performed at a NTT Ltd staging facility but can also be performed at a client location. Staging service can be purchased for all products that are acquired from NTT Ltd.

## Standard staging service

Staging service includes the following:

- Receive equipment at the NTT Ltd staging centre, check for shipping damage, and verify model types and quantities received against shipping information.
- Unpack equipment and set on test bench.
- Record serial numbers.
- Install equipment models into correct chassis slots (if required).
- Power on equipment and perform manufacturer-specified test procedures.
- Connect equipment to staging centre network to verify operation.
- Configure equipment to client specified parameters with supplied parameters and protocols,
- Apply standard 24-hour burn-in period.
- Verify equipment operation after burn-in.
- Repackage equipment with original manufacturer supplied documentation, client supplied configuration information, and NTT Ltd provided data sheet that includes the following:
  - Site configuration diagram
  - All configured parameters
  - Equipment serial numbers
  - Quality control verification check list
- Label shipping containers with product type and site designation.
- Shipment of the equipment to the Client's specified installation site.

## Optional staging service

NTT Ltd can supply the following additional services for an added fee:

- Labelling of equipment with client provided labels.
- Asset labelling of equipment with NTT Ltd created bar code labels. Such labels will specify client required information (e.g.: equipment model number, serial number, in service date) and will displayed using industry standard bar-coding criteria.

## Client responsibilities

Client must provide the following information to NTT Ltd at least two (2) weeks prior to date that staging service will be provided:

- A logical site diagram.
- Shipping and delivery instructions for all client installation locations.
- Configuration parameters and protocols sufficient for the equipment to be manageable.
- Sample configuration for each device to be configured

## Staging service exclusions

Staging Service does not include:

- Creation of master configurations for network devices
- Creation of Network diagram and or network architecture for the network devices

Note: The validity of the master configuration is the client's responsibility. NTT Ltd is not responsible for mistakes on the master configuration file supplied by client. Successful operation of the network devices will depend on the accuracy of the master configuration file supplied to NTT Ltd.