

Post Installation Handoff Checklist

To ensure that you meet your customer's expectations and have a successful installation of a new Qt Quiet Technology™ sound masking system, make sure to complete the following:

- All homerun cables leaving the control module should be labeled with a unique number/name.
- Walk the run to ensure all emitters are working.
- The wiring plan should have all homeruns labeled with the same number/name as shown on the cable to track where each wire goes throughout the building
- For the Qt 600™ control module, log into the MCS and fill out the zone fields with the names of the runs plugged in to each port. Also name the control module based on its location. See the "Qt 600 Installation and Operations Guide."
- Set the volume of each zone to achieve the recommended levels. A sound level meter is the optimal method of measurement. The recommendation for open office areas is 44-48 dB and closed office areas 38-42 dB.
- Store a copy of the run assignments and volume settings in the same location as the control module. The installation guide features a form for you to fill out. If using the Qt 600, you have an option to print the run information. If possible, store a copy of the wiring plan within the control module as well.
- If music or paging is to be used, test and demonstrate to your client how to use the features.
- Once the control module is installed and after all wiring is verified, activate the emitter fault detection to notify your client of any emitter failures or cut runs. (Select control modules only).
- If desired, set up the time of day masking schedule for day to night operations. (Select control modules only).
- If the system is installed into an existing space, enable auto ramping to better acclimate the occupants of the space to sound masking. (Select control modules only).
- Lock the front panel of the control module and demonstrate how to unlock the front panel to your client.
- If the control module is connected to a LAN network, configure the network settings and verify that the module is connected to the network.
- Train your client on the functionality of the control module and where the required documentation will be stored.

If you need assistance while installing a new Qt Quiet Technology sound masking system, please email: support@csmqt.com or call 800.219.8199 to speak with a support representative.