Mutare Text™ 4.X Pre-Install Checklist

This document outlines the steps for Mutare Text setup and configuration. Work with your Mutare Project Manager to complete this document.

Base System Configuration

Administrator Accounts	Configuration Settings
Provide the desired account names for the Mutare Text System Administrator(s) – Up to 5 accounts. *[These are the accounts that will be used to access the Mutare Text administrative website. These accounts will have access to add new devices, update device information and run administrative reports. Your implementation coordinator will provide you with passwords when the accounts have been created.]*	Account Names:
System Domain Name & URL addresses	
Provide a URL for the Mutare Text website. *[This URL is where users will login to access the web interface for Mutare Text] Web site will be a .mutare.com domain.*	URL for Mutare Text Web Site: *Examples:* - *company.mutare.com* - *facility.mutare.com*
Organization Logo	
The Mutare Text website can display your organizational logo.	Use organizational logo: ☐ Yes / ☐ No Filename:
Android and iOS Push Ports	
The Mutare Text application uses the push capabilities of the Android and iOS devices. In order to ensure that your devices can receive push notifications, please ensure that the ports listed to the right are open from your internal network to the internet.	Android push ports: 5228, 5229, 5230 iOS push ports: 5223
Technical / Administrative Contact	
This will be the primary contact for system maintenance, outage notices, updates, release notes, etc.	Name: Address 1: Address 2: City, State, Zip: Telephone: Email Address: Preferred method for urgent communications: ☐ Email ☐ Cell Phone

Customer Initials:

Phone/SMS Notification Configuration

Phone Number	Configuration Settings
The Mutare Text system will have a North American telephone number associated with your system for outcalls and SMS notifications. Please provide a preferred area code for your telephone number.	Preferred Area Code:

Email Notification Configuration

SMTP E-Mail Information	Configuration Settings
Mutare Text can send email notifications through your email server. Provide an SMTP email account and password for email messages. *[This account is the mailbox that will be used to send messages to users.]* A VPN tunnel may be required to send emails through your SMTP server. Please contact your IT department. **NOTE: Optionally, the Mutare email servers can be utilized for email notifications. Contact your Mutare representative for pricing.**	Account Name: *Example:* mutarevoicealert@company.com Account Login ID: (if different) Account Password: DO NOT ENTER HERE [NOTE: Please provide to your implementation coordinator] Email Server Name or IP: Port Number: TLS/SSL? TLS: ☐ SSL: ☐ VPN Needed? Yes: ☐ No: ☐

VPN

See document 288-Mutare VPN Configuration for detailed information regarding VPN tunnel connectivity.

Customer Initials:

Getting Your Data into Mutare Text

You have a few options for maintaining the Mutare Text database of users and contact methods. Your Mutare Project Manager will work with you to determine the best option. Typically, one of the following three options will be used. Consult with your Project Manager to determine the best solution for your organization.

Active Directory Authentication Configuration *

Active Directory Information	Configuration Settings
Provide the fully qualified names AND IP ADDRESSES of at least 2 Active Directory (AD) Servers if your site will use AD authentication. *[Note: you will need a VPN tunnel to Mutare if implementing the hosted or SaaS option. Also, IP Addresses for each server are required in this instance.]*	AD Server 1: AD Server 2: Please provide IP addresses, as hostnames will not be accessible from our datacenters.

* See document 287-Mutare Text AD Sync for more information about AD Sync configuration.

One-Time User Upload/Import Configuration

Import Information	Configuration Settings
Provide a file so we can import your users one time. *[Note: We need a CSV file in the format described in the AD Sync configuration below where the rows shown there are the column names:]*	Filename:

Automated User Synchronization Configuration

Automated User Sync	Configuration Settings
Where shall we look for the file? *[Note: We need a CSV file in the format described in the AD Sync configuration below where the rows shown there are the column names:]* Files can be either uploaded to Mutare's Secure FTP site, or Mutare can pull from your FTP servers or we can process alternate methods if needed.	File Name Format: *Example: mutarevoice-company-mm-dd-yyyy.csv* Transfer Method: ☐SFTP ☐FTP ☐Email ☐HTTPS Address: *Example: sftp://ftp.companyname.com/transfer/* Username: Password: Shared verbally

Customer Initials: