

# TracPhone® V3IP Installation Checklist



Required to validate your installation

## Installation Information

Vessel Name: \_\_\_\_\_ Customer Name: \_\_\_\_\_

Antenna Serial Number: \_\_\_\_\_ Installation Date: \_\_\_\_\_  
MM/DD/YYYY

Installing Technician: \_\_\_\_\_ Installing Company: \_\_\_\_\_

Installing Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**IMPORTANT! This checklist does NOT replace the Installation Guide. Be sure to follow all of the instructions provided therein.**

## Installation Quality Check

Requirement	✓
<b>Antenna Unit</b>	
The antenna is mounted in a blockage-free area, with a clear view of the sky (360°), to the best extent possible. Location description: _____	<input type="checkbox"/>
<b>Take digital photos of the antenna installation from all directions. Send these photos to KVH with this form.</b>	
The antenna is mounted away from the vessel's superstructure, other antennas, and magnetic compasses.	<input type="checkbox"/>
The antenna is mounted outside the beam path and at least 10 ft (3 m) away from radar and high-power radio transmitters. The antenna is mounted above or below the radar's elevation range ( <i>generally -15° to +15°</i> ).	<input type="checkbox"/>
The antenna is mounted on a flat, level surface/pedestal capable of supporting the antenna's weight under all environmental conditions.	<input type="checkbox"/>
Prevention of RF radiation exposure was taken into consideration when choosing a mounting location.	<input type="checkbox"/>
The "Forward" arrow inside the baseplate points towards the bow and is parallel to the vessel's centerline.	<input type="checkbox"/>
Both shipping restraints have been removed.	<input type="checkbox"/>
Anti-seize lubricant was applied to all four mounting bolts.	<input type="checkbox"/>
The four rubber feet are bottomed against the mounting surface and the foam seal is fully compressed.	<input type="checkbox"/>
The internal antenna assembly rotates freely through two complete revolutions in each direction.	<input type="checkbox"/>
The connector cover is attached to hide the antenna's RF cable connections.	<input type="checkbox"/>
A protective plastic cap is installed over each radome screw.	<input type="checkbox"/>

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Requirement	✓
<b>Integrated CommBox Modem (ICM)</b>	
The ICM is installed properly in a cool, dry location that provides good ventilation. Location description: _____	<input type="checkbox"/>
Select the type of installation: <input type="checkbox"/> Rack Mount <input type="checkbox"/> Horizontal Surface Mount	<input type="checkbox"/>
The front panel of the ICM is easily accessible to the user.	<input type="checkbox"/>
All cables are strain-relieved at the back of the ICM using the supplied bracket.	<input type="checkbox"/>
The ICM is in a location that provides good Wi-Fi reception ( <i>if customer requires wireless access</i> ).	<input type="checkbox"/>
<b>Wiring</b>	
Appropriate 75Ω RF cables connect the antenna to the ICM (RX, TX). These cables were terminated at both ends with the correct "F" connectors using the proper tools, exactly to the manufacturer's specifications. Cable length: _____ Cable type: _____ Connectors: _____	<input type="checkbox"/>
All RF cable connections above deck are protected against seawater and corrosion using DOW Corning #4 silicone grease (inside the connectors) and silicone sealant, self-vulcanizing tape, or equivalent (outside the connectors).	<input type="checkbox"/>
If using LMR-400-75 or LMR-600-75 cables, the supplied RG-11 pigtail cables are connected between them and the antenna.	<input type="checkbox"/>
The supplied rubber washers are in place to protect the antenna's RF cable connections.	<input type="checkbox"/>
Cables are strain-relieved within 18" (45 cm) of the antenna connectors.	<input type="checkbox"/>
A 14" (35 cm) diameter service loop is provided at both ends of each cable connected to the antenna and ICM.	<input type="checkbox"/>
The cable access hole above deck was sealed as necessary to prevent water from seeping into the vessel.	<input type="checkbox"/>
All RF cable connections above deck were tightened to 20 in-lbs of torque.	<input type="checkbox"/>
If using LMR-600-75 cables, the supplied LMR-400-75 pigtails are connected between them and the ICM.	<input type="checkbox"/>
All wiring conforms to the system wiring diagram provided in the Installation Guide.	<input type="checkbox"/>
All cables are free of stress, twists, and kinks (minimum bend radius is maintained throughout). Cables are also neatly arranged, protected from abrasion, and labeled at both ends, as necessary, to identify them easily.	<input type="checkbox"/>
The supplied cable shroud is clamped onto the power/data cable at the ICM to protect the wires and relieve stress.	<input type="checkbox"/>
The vessel phone is connected to the VOICE LINE 1 jack on the ICM. Nothing is connected to VOICE LINE 2.	<input type="checkbox"/>
<b>Power and Grounding</b>	
If the vessel is limited to two-phase, split-phase, or delta AC power, either (1) an isolation transformer was installed to supply single-phase power to the system, or (2) the customer granted permission to run the system on two-phase power, which will cause a small amount of leakage current onto ship's ground.	<input type="checkbox"/>
The supplied ground wire is connected from the ground point on the ICM to ship's ground.	<input type="checkbox"/>
The difference between the ICM's chassis ground and ship's ground measures less than 2 VAC and 2 VDC.	<input type="checkbox"/>

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Requirement	✓
<b>Configuration</b>	
The latest version of ICM/Antenna software is installed.	<input type="checkbox"/>
The administrator password, vessel name, and phone line name were set using the ICM's web interface.	<input type="checkbox"/>
No-transmit zones were configured according to the customer's requirements, to prevent RF radiation exposure.	<input type="checkbox"/>
Tracking avoidance zones were configured, as necessary, to avoid tracking in a marginal reception area.	<input type="checkbox"/>
The ICM was set to the network configuration that meets the customer's requirements.	<input type="checkbox"/>
If the customer requires Wi-Fi access to the ICM, its wireless connection was enabled and security applied.	<input type="checkbox"/>
The customer's computer(s) or other network device(s) were configured for DHCP or static IP, as required.	<input type="checkbox"/>
<b>Testing and Handover to Customer</b>	
During startup, all system indicators on the ICM front panel and web interface showed normal status.	<input type="checkbox"/>
The system was tested by connecting to the KVH test page: <a href="http://test.minivsat.net">http://test.minivsat.net</a> .	<input type="checkbox"/>
If the system was activated for mini-VSAT Broadband service, all Internet and voice connections were tested OK.	<input type="checkbox"/>
If a UPS is installed, it was tested to provide backup power for at least 5 minutes.	<input type="checkbox"/>
System performance is not degraded when you turn on all other electronic equipment in the antenna's vicinity.	<input type="checkbox"/>
The customer was educated about the following: service activation/fees, operation, dialing sequence, satellite blockage, radiation hazard area, no-transmit zones ( <i>if set up</i> ), administrator/Wi-Fi passwords, and myKVH tools.	<input type="checkbox"/>
The Welcome Kit, containing the Installation Guide and Quick Start Guide, was provided to the customer, and the customer knows how to find additional information in the Help.	<input type="checkbox"/>

## Special Circumstances

Report any problem or irregularity noted during installation and verification.

## Customer Acceptance

Signature of Installer: \_\_\_\_\_ Date: \_\_\_\_\_  
*MM/DD/YYYY*

Signature of Owner/Ship's Master: \_\_\_\_\_ Date: \_\_\_\_\_  
*MM/DD/YYYY*

Signature of Ship's Electrician (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_  
*MM/DD/YYYY*

**Please email or fax this form and antenna installation photos to the KVH Airtime Services Department:  
 E-mail: [satelliteservices@kvh.com](mailto:satelliteservices@kvh.com) Fax: +1 401 851-3823**