

# Joint Operations Center (JOC) Maintenance Plan

JOC Laptop and Phones will be validated for functionality the third Friday of every month.

## Laptop checklist (check each action on each laptop)

### General

- Laptop powers on and receives charge from the power plug
- Keyboard, Mouse pad and Screen are functional
- Windows OS loads to sign on screen

### Local Account

- Ability to log in to the local account (joc\_lap)
- Connect to JOC 3 Wireless network and connects to the internet
- Successful Connection to CoAEmployee-WIFI wireless network and connects to the internet

### Domain Account

- Ability to log in to the domain with domain account via Ethernet connection and connects to the internet
- Successful Connection to CoAEmployee-WIFI wireless network and connects to the internet
- Connect to JOC 3 Wireless network and connects to the internet

## Telecom Checklist

### General

- Each phone receives power
- Each phone receives dial-tone
  - o Speaker
  - o Handset
- Each phone can dial out
- Each phone has Ethernet cable

## **Signoff**

Desktop Support Tech (Print Name)\_\_\_\_\_

Sign\_\_\_\_\_ Date\_\_\_\_\_

Telecom Tech (Print Name)\_\_\_\_\_

Sign\_\_\_\_\_ Date\_\_\_\_\_