# Vermont Digital Economy Project Wi-Fi Zone/Hotspot Handoff:

# Town of XXXXX

## Wi-Fi Zone Equipment Owners:

### Party That Owns and is Responsible for the Meraki Access Points and Related Equipment:

NAME OF PARTY

Contact:

Phone Number:

Email:

Equipment:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location | Address |  | AP type | AP Serial Number |
|  |  |  | (MR62 or other?) |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### Equipment Owner Responsibilities:

* Work closely with moderator to ensure that APs are working, and help moderator organize return to Meraki should an issue with an AP arise
* Should businesses or locations where APs are mounted no longer be viable, the equipment owner will organize a new location for the APs and arrange installation
* Responsible for organizing renewal of Meraki License once it expires (in 2018)

## Equipment Owner Acknowledgement:

The equipment owner agrees that the name and contact details listed above are accurate, and agrees to complete the responsibilities listed above to the best of his abilities. The equipment owner accepts the responsibilities herein described for a period of 10 years. After the initial 10 year period, if the equipment owner will no longer be able to complete these duties, he will make good faith effort to find somebody to take these on, and will inform all other parties listed in this document of the change, including the Fiscal Sponsor, Access Point location contacts, landing page administrator, and moderator

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Equipment Owner Signature Equipment Owner’s Printed Name Date

## Wi-Fi Zone Moderation:

### Moderator Contact Information:

Contact:

Phone Number:

Email Address:

## Moderator Responsibilities:

* Ensure the zone is running smoothly by checking the Meraki Dashboard at least once a month
* Respond to email alerts from Meraki Dashboard about issues with Access Points within the zone by checking up on issues, resolving directly if possible, and contacting Meraki if not immediately possible.
* Ensure that there is no abuse of the zone by its users through check-ins on Meraki Dashboard
* Be the first point of contact for community members with questions once the zone is live
* Responsible for changing any settings within the zone that are requested (for example, updating a landing page, moderating time-out, blocking or unblocking websites or users.)

## Meraki Dashboard Login Information:

Login Site: http://dashboard.meraki.com/

username:

password: [known only by moderator]

## Moderator Acknowledgement:

The moderator agrees that the name and contact details listed above are accurate, and agrees to complete the responsibilities listed above the best of his abilities. Should the moderator no longer be able to complete these duties, he will be responsible for finding somebody else to take these on, and will inform all other parties listed in this document of the change, including the Fiscal Sponsor, Access Point location contacts, landing page administrator, and equipment owners.

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Moderator Signature Moderator’s Printed Name Date

## Wi-Fi Zone Fiscal Sponsor:

### Fiscal Sponsor:

Contact:

Phone Number:

Email Address:

### Fiscal Sponsor Responsibilities:

* Pay for continuing service from a dedicated internet line
* Be main point of contact for Internet Service Provider (ISP)

### Current Dedicated ISP Line:

* Provider:
* Location:
* Name on Account:
* Billing address:

## Fiscal Sponsor Acknowledgement:

The Fiscal Sponsor agrees that the name and contact details as well as the details regarding the ISP account listed above are accurate, and agrees to complete the responsibilities listed above the best of his abilities. Should the Fiscal Sponsor no longer be able to complete these duties, he will be responsible for finding another group or person to take these on, and will inform all other parties listed in this document of the change, including the Moderator, Access Point location contacts, landing page administrator, and equipment owners.

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Fiscal Sponsor Signature Fiscal Sponsor’s Printed Name Date

## Landing Page:

### URL:

url:

login url:

### Website Administrator:

Name:

Username:

Password: [known only by administrator]

### Others with Administrative Access:

Name:

Username:

Password: [known only by administrator]

### Landing Page Website Hosting:

Hosting Company:

Hosting Company login url:

Username:

Password:

Name for web hosting contact:

Email for web hosting contact:

Hosting and domain name expiration date:

### Website Administrator Responsibilities:

* Maintain landing page site with updated information on businesses, local events, and any other information relevant to the town, potentially including informational pages about the town
* Be main point of contact for any and all businesses or other individuals who wish to alter or add information to the website, and agrees not to use the website to discriminate in any way against a particular business or organization

## Landing Page Administrator Acknowledgement:

The landing page administrator agrees that the name and contact details listed above are accurate, and agrees to complete the responsibilities listed above the best of her abilities. Should the landing page administrator no longer be able to complete these duties, she will be responsible for finding somebody else to take these on, and inform all other parties listed in this document of the change, including the Fiscal Sponsor, Access Point location contacts, moderator, and equipment owners.

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Landing Page Admin Signature Landing Page Admin’s Name Date

## Contact Information:

### Vermont-Based Installation, Setup, and Meraki Systems Professionals:

Up and Running Computer Services

Justin McCoart

10 Central Street

Woodstock, Vermont 05091

(802) 457-3866

justin@upandrunningvt.com

Charges: $75/hour

### Meraki Support:

US: (415) 432-1204

To access support:

1. Log into the Meraki Dashboard
2. On the left side-bar, under “Help,” click “get help”
3. Take note of your Meraki customer number, and your support password.



## Location of APs:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location | Address | AP type | Gateway or Repeater? | Best Contact for AP |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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