

# Wireless Network Setup Document Sample

Prepared for: **Office Name**

Date: \_\_\_\_\_

## 1. Overview

This document provides a detailed summary of the wireless network setup for the office environment. It includes configuration parameters, equipment details, network layout, and recommended best practices.

## 2. Network Layout

- Main wireless router location: \_\_\_\_\_
- Number of wireless access points: \_\_\_\_\_
- Floor(s) covered: \_\_\_\_\_
- Cabling and backhaul connections: \_\_\_\_\_

## 3. Wireless Network Configuration

SSID (Network Name):  
\_\_\_\_\_

Security Protocol:  
WPA2 / WPA3 (recommended)

Password:  
\_\_\_\_\_

IP Address Allocation:  
DHCP / Static (details below)

### 3.1 VLAN & Subnet Details (if applicable)

VLAN	Subnet	Purpose
_____	_____	_____

## 4. Equipment Inventory

Device	Model	Serial Number	Location
Router	_____	_____	_____
Access Point 1	_____	_____	_____
Access Point 2	_____	_____	_____

## 5. Network Devices

- Printers: \_\_\_\_\_
- Meeting Room Devices: \_\_\_\_\_
- Guest Network Devices: \_\_\_\_\_

## 6. Access & Policies

- User access policy: \_\_\_\_\_
- Guest access details: \_\_\_\_\_
- MAC Address Filtering: Enabled / Disabled
- Firewall settings: \_\_\_\_\_

## 7. Maintenance & Support

- Firmware update schedule: \_\_\_\_\_
- Responsible IT staff/contact: \_\_\_\_\_
- Backup procedure: \_\_\_\_\_
- Troubleshooting steps: \_\_\_\_\_

## 8. Notes & Observations

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Document Last Updated: \_\_\_\_\_