Customer Sign-off - SRS

Purpose:

- **Collect system specific information needed for project sign-off**
- **Perform system functional tests and show customer working system**
- **Obtain project sign-off**

Responsible for completion:

- **IOP installation technician**
- **Customer site contact**

Completed form submitted to:

- **Customer, SMART ICS, Reseller and IOP installation technician**

General information

Project ID:				Customer:
Date:				Point of Contact:
Room:				Technician Name:
SRS size:	SBID 8055i-G5	XS	M-Dual	Notes:
	SBID 8065i-G5	S	L-Dual	
	SBID8084i-G4	M	XL-Dual	

Collect the following information onsite and perform the verifications and tests:

Product serial numbers (SN) and firmware versions:

Display #1:	SN:	Display #2:	SN:
	Touch Firmware:		Touch Firmware
	Scalar Firmware (For 8084i, capture MPU version from OSD)		Scalar Firmware (For 8084i, capture MPU version from OSD)
Camera:	SN:	MIX500:	SN:
	Firmware:		Firmware:
AM70-L:	SN:	Console:	SN:
	Hardware Revision: (Printed on device and shipping box labels)	Speakers:	SN:

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Installation and integration

Physical installation: (check each with customer present)

	Flat panel displays are securely mounted using appropriate mount(s) and mounting hardware.		
	Displays are mounted at SMART-recommended mounting height (include measurements referencing height of display from floor for each size of display).		
	Display(s) leveled and no gaps between displays in dual-display configurations.		
	Speakers are wall mounted securely and installed straight and level.		
	Camera is installed in approved location and image adjusted (pan, tilt, zoom) as needed.		
	If optional SMART floor stand is used, the aesthetic cover panels are installed between the stand legs.		
Screws	Velcro	Tape	If optional cable raceway is used, note how it is secured to the floor.
	All cabling around and beneath the front displays is managed, tidy and out of sight.		
	All cabling beneath the conference table is tidy and secured to avoid tripping and reliability hazards.		
	Conference room is emptied of all packaging materials and cardboard as requested by customer.		
	Installation area is clean or cleaning staff has been notified and the area will be cleaned before users enter the space.		

Customer Initial indicating above section completed _____

Wiring and configuration: (check each with customer present)

	All wiring from front display(s) to conferencing table is run neatly and managed to avoid tripping hazards or reliability concerns
	Tabletop console is installed in desired location on conference table.
	Tabletop console cabling is run neatly through included wire loom.
	Tabletop console connection is securely fastened to base of unit at specified anchor points (include picture).
	Cable raceway is installed and secured to the floor appropriately using included hardware or installer-supplied Velcro or carpet tape.
	IFP(s) have been calibrated
	IFP(s) have been oriented
	Touch is working on all displays (Cursor can be seen when you move your finger on each displays)
	There is an active network connection (Verify in Network Settings)
	Software license is activated (Verify in Lync / Skype License page. Enter MAK if provided)

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Customer Initial indicating above section completed _____

Complete system validation: (check each with customer present)

	Users can start a Skype for Business Whiteboard.
	Users can write on the Whiteboard
	Scheduled meetings appear on calendar.
	Users can join scheduled meetings.
	Users in SRS room can see and hear remote participants in the meeting.
	Remote participants can see and hear users who are in the SRS room.
	User can upload a PowerPoint presentation and it can be launched and controlled from SRS.
	Users can share content from an external laptop via VGA/HDMI cable.
	Interactive sharing cable is plugged in and works as expected.
	Web Updates have been started (Web Updates > Check for updates & Install)

Customer Initial indicating above section completed _____

Mandatory Pictures (Attached along with completed sign-off form submission)
- Full system from standing in front
- Ink on the Whiteboard
- Wiring to AM70-L / MIX500
- Wiring to conference table/raceway
- Wiring beneath conference table
- Wiring to tabletop
- Wiring to bottom of CP311 Console
- Laptop capture cables (All three)
- Close-up of wiring to speakers
- Raceway (if applicable)
- Onscreen progress indicator showing that web updates are being applied (On the console)

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Installation Signoff:

Fully functional system, no issues remain

Customer point of contact

Print name _____   Signature_____

Technician

Print name _____   Signature_____

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Hardware installation complete but system is not fully functional:

Details of the existing technical issues must be noted below

Technical Issue(s) Remaining:
_____

Customer & technician sign-off

Additional cost may be charged to the customer if a revisit is needed due to incomplete or incorrect backend information as well as for any potential account issues.

Customer point of contact

Print name _____   Signature_____

Technician

Print name _____   Signature_____

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