DIGITAL SIGN PROCESS FLOW - Version 1

CUSTOMER

Customer requests Digital Sign email or isupport ticket

→ Preparation: IT - Designate Site Content Manager and IT contact.

→ Preparation (FD&O):
1. Pick out proposed site.
2. Is there a Dept. budget for mounting Digital Signs?

Cost:
- mounting screen ~$1500
- electrical $1500 to $3000
- patch and paint walls $1500 to $5000

→ information gathered? — Yes →

TV and mounting bracket available or purchased by customer

→ Open isupport ticket to IT

Customer Sign off on Digital Sign.

No

IT

Pick up isupport ticket

→ Cisco IEC box available? — Yes →

TV and mounting bracket available ?

Yes

Open up isupport ticket to Facilities Dept. (Kent Lutterman)

Account provisioning and training for customer

Mount and test IEC clients and wireless connectivity.

FACILITIES (FD &O)

Facilities Dept. picks up ticket

→ Submt oificial estimate for Digital Sign Mounting.

→ ADA Approval process

→ Utilities Approval process

→ Approval ? — Yes → Mount TV on the Wall

FD & O contacts Fire Marshal

Utilities:
- Displays, etc will need power at their locations. Typically doesn't require a dedicated circuit. Cannot pull power from lighting. Typically cannot run surface mounted conduit.
- Data can be hardwired at the same time as power. Going forward WiFi may work. Need to check signal strength at each location.
- Some plaster walls contain asbestos. Duncan Hall, Macquarrie Hall, and Sweeny Hall will require abatement which runs tens of thousands of dollars

ADA requirements:
- Bottom of screen above 80" is ideal. Most ceilings to do not allow this.
- If below 80" must not extend more than 4" from surface of wall. This can be difficult to achieve and doesn't allow the screen to be tilted.
- If below 80" may be allowed if blocked by fixed objects (display cabinets, radiators, etc). Does not include fixed furniture, like chairs or benches.

State Requirements

State Fire Marshall:
- Does not narrow fire corridor. Most hallways are fire exit routes. They may not even be wide enough for current code and we cannot narrow them further
- If people congregate to read screen will they block regular travel.
- SFM will review and approve all locations on a case by case basis. SFM charges for review and expense will need to be covered by the project.

Fire Marshal Approval process

→ Approved ? — Yes →