

## PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

- A. Some information contained in this specification is also found on the associated drawings and in the following specification sections. Work shown on drawings or described in other spec sections is deemed to be in both.
- B. Related Specification Sections:
  - 1. 27 41 00 – General Conditions for Audio-Video Systems
  - 2. 27 41 16 – Integrated Audio-Video Systems
  - 3. 27 41 25 – Audio-Video Control Systems

## 1.2 TRAINING FORMAT

- A. Presenter: The presenter for the training session should be an individual who has been directly involved with the project and is very familiar with both the design intent and the actual installation. It is essential that the Presenter have experience with operating and training similar systems.
- B. Attendees: The client or end user should determine who will be at the training. Generally smaller groups (4-6 persons max) are better. Training should occur at a time place arranged with the client or end user after the system(s) are fully complete and operational.
- C. Audio Instruction: A presentation of basics and fundamentals of how sound systems function should be included as part of the training. The following topics should be discussed:
  - 1. Frequency
  - 2. Gain Structure
  - 3. Inputs, outputs, and controls
  - 4. Loose equipment
- D. Video Instruction: A presentation and discussion of basics and fundamentals of video and video systems should be included as part of the training. The following topics should be discussed:
  - 1. Video connectors
  - 2. Video formats and resolutions
  - 3. Distance limitations
  - 4. Discuss various video sources (cameras, players, computers, etc.) and how to get signals into and out of the system
- E. Field Training: Hands on instruction for the use and maintenance of the systems.
  - 1. Demonstrate all controls.
  - 2. Demonstrate how all temporary or portable connections are performed.
  - 3. Demonstrate any routing or configuration options

### 1.3 TRAINING LENGTH

- A. The client or end user shall be entitled to a total of 4 hours of initial training time. Generally, this would be a session at or near the time of substantial completion.
- B. The client or end user shall be entitled to a follow up training session approximately 1 month after the initial training is completed. Exact scheduling can vary. This training session is to be (1) two-hour session.

### 1.4 SUPPORT MATERIALS

- A. Training Manuals containing the following:
  - 1. Cover sheet indicating the type of training being performed
  - 2. Contact information
  - 3. Table of contents
  - 4. Printed copy of any presentations
  - 5. Materials List including any loose equipment
  - 6. Owner's and instruction manuals
  - 7. Record Documents including an as-built drawings.

## PART 2 - PRODUCTS

## PART 3 - EXECUTION

- A. PREPARATION
  - 1. Submit a copy of all training materials to the consultant for review and approval prior to the training sessions.

END OF SECTION