STANDARD OPERATING PROCEDURE
DIGITAL DISPLAY INSTALLATION

PARTIES INVOLVED
Department - Departmental Tech, Department Chair, Department Admin
School of Engineering - Engineering Technical Services (Inform), SOE Communications
University - Facilities, ITS, AV, Purchasing

Complete each phase in its entirety and inform ETS before moving onto next phase.
SAVE ALL WORK ORDERS AND REQUEST FORMS FOR REFERENCE

PHASE 1. SET UP & INFORMATION

1. INFORM ETS THROUGH HELPDESK TICKET INTENT TO INSTALL DIGITAL DISPLAY

2A. CONFIRM WITH DEPARTMENT THAT BUDGET REQUIREMENTS CAN BE MET (ESTIMATED BUDGET IS $3000 FOR EQUIPMENT AND INSTALLATION)

- Expect to replace monitor in approximately 5 years.
- Discuss restrictions.
  - Must submit all content to SOE communications before anything is posted.
  - Must use SOE template

2B. COMPLETE DIGITAL SIGNAGE ASSESSMENT FORM

- UConn ITS Website
  - its.uconn.edu > telecommunication > digital signage > more information and log in with NetID
- Expect email from audio visual technician to initiate discussion and detailed steps. Email may contain the following:
Note: This person will serve as point of contact throughout process. In addition to ETS, this person can be contacted for additional resource for clarity.

**PHASE 2. IDENTIFY LOCATION & UPDATE ETS**

**STEP 4. CONFIRM DESIRED LOCATION IS AV APPROVED WITH AV TEAM.**
- Schedule time with AV point of contact to discuss location.

**STEP 4A. BEGIN PROCESS TO REMOVE OBSTRUCTIONS FROM AREA IF THERE ARE ANY.**
- Consult with ETS to determine best means to remove obstructions; submit subsequent work orders.

**PHASE 3. PURCHASING, WORK REQUESTS/INSTALLATIONS & UPDATE ETS**

**STEP 5. PURCHASE PARTS FROM HUSKYBUY PER THE RECOMMENDATIONS FROM AV. THESE PARTS ARE ALREADY APPROVED AND ARE UNDER CONTRACT.**

**STEP 6A. SUBMIT WORK ORDER FOR POWER INSTALLATION FROM FACILITIES (FO.UCONN.EDU) - ELECTRICAL**
- In facilities work order - include following:
  - Description of the location
  - "Need to install a 2-plug outlet to support digital display that will also require networking. Currently working/coordinating with networking, audio/visual, and ETS."
  - Provide KFS Number

**STEP 6B. SUBMIT WORK ORDER WITH ITS (HTTPS://NETWORK.UCONN.EDU/WIRED-NETWORK-CONNECTION-REQUEST/)**
- In IT/networking work order - include following:
  - Description of the location
  - "Need to install networking to support digital display that will also require power. Currently working/coordinating with facilities for power, audio/visual, and ETS."
  - Provide KFS Number
STEP 6C. SUBMIT PLAYER LICENSE
(HTTP://AIT.UCONN.EDU)

- Provide KFS Number

STEP 7. ONCE PARTS ARRIVE SUBMIT WORK ORDER WITH FACILITIES TO INSTALL WALL BRACKET (FO.UCONN.EDU) - CARPENTRY

- In facilities work order - include following:
  0 Description of the location
  0 “Install brackets/mount for a new digital display. Please reach out when available to discuss desired location for brackets.”
  0 Include description of power and networking status (i.e., have power or networking been installed yet).
  0 Provide KFS Number

Note: Facilities can place the monitor on the mount to confirm bracket is installed correctly but will need to remove it if power or networking still needs to be installed.

STEP 8. ONCE MOUNT, POWER, AND NETWORKING ARE COMPLETELY INSTALLED, CONTACT AV POINT PERSON TO FINISH INSTALLATION AND CONFIGURATION

PHASE 4. COLLABORATE WITH ETS AND SOE TO BUILD AND POST DEPARTMENT CONTENT

STEP 9. SCHEDULE MEETING WITH ETS TO DISCUSS NEXT STEPS