

Flat Panel TV Procurement & Installation Procedure Institutional Media Technologies

Flat Panel/HDTV [Procurement policy](#)

Procedure

1. Understand and observe the Procurement policy (follow link above).
2. One of our technicians will visit your intended installation location, and collaborate with you to provide a quote for an appropriately sized TV and necessary interface connections.
3. We will need your input on:
 - a. Location of input sources (computer, cable TV, Blu-Ray player, media server)
 - b. Location of audience (to determine size, angle, lighting, depth, volume, etc.)
 - c. Establishing a budget not to exceed... (maximum)
 - d. Confirmation that a monthly cable TV subscription can be sustained
 - e. If digital signage, then an IWU employee must be designated as content manager
4. Since there is no guarantee of available funds, should the display fail in the future, we require one of the following:
 - a. the purchase of a multi-year warranty, or service contract, due to the nature of the product, its location, its frequent use, and our historical data of flat panel performance and lifespan.
 - b. Selection of a size and feature set that are standard to IWU, so that a critical spare TV owned by IMT can be available for immediate replacement, should the display fail.
 - c. Installation in a private office, or small office suite, where failure will not be a notice by the public; and where replacement by a smaller, used, limited-feature-set, spare TV can suffice, should the display fail.
5. Establish and submit the [Hardware/Software Request Form](#) to UIT, selecting “Custom Purchase”
6. Verify funds available and indicate the account number that will be charged
7. Acquire Vice President’s signature confirming available funds and compliance with policy
8. Send signed form to the office of Institutional Media Technologies who will procure the equipment and coordinate its installation (see following).

Installation of flat panel TVs

Upon receipt of required approvals,

1. IMT will coordinate with Facilities Services and UIT Network Services teams, to safely install the flat panel TV in its intended location.
 - a. Mark the location and size of the display on the destination wall;
 - b. The Display’s “Owner” approves the marked location;
 - c. IMT contacts Electricians for installation of power receptacle, and pull string to any requested pathway for network or device connectivity;
 - d. IT Network Services, or IMT, or Electricians pull network cable to TV location;
 - e. Electricians notify IMT when ready for installation;
 - f. IMT installs the TV mount and hangs the TV;
 - g. IMT trains the end user with best practices, and support procedures;
 - h. IMT includes display equipment in inventory and notifies the end user when end of life is approaching, to anticipate funds for replacement.

Notes:

Installing the cables necessary to connect a display to such sources such as network or local playback devices should be completed prior to mounting, as it becomes difficult to add the connecting cables after the mount is in place on the wall or ceiling.

Customization is available to some extent. Similar projects have been completed at various locations on several IWU campuses, and may be available for your viewing, as part of your decision-making process.

New and future IWU purchased flat-panel TVs (which could be designated as fulfilling a digital signage function) will be required to include connectivity with a supplemental alert system that may grant IWU authorities a temporary portion of the TV's viewing area for items such as amber alerts, severe weather alerts, and other crisis that could provide safety to the campus guests and employees near where it is deployed. Toward that end, any flat panel that is expected to function as **digital signage is required to have a Windows PC/media player that is built-in**, or physically attached to the flat panel TV or its mount. Please take this into consideration when establishing your budget for both finances and physical space. IMT will provide necessary documentation to Campus Security, and/or Information Technologies, for inclusion in this crisis notification.

Facilities Services provides the resources and personnel needed for a safe, secure, and sustainable installation of electronics. Their services often include significant expense and risk. For the sake of helping the requestor with the early stages of budgeting for a flat panel procurement, please figure in an estimate of \$500 for electric conduit to be run to the flat panel location, and for any structural reinforcement needed to securely affix the flat panel mount to the wall without causing damage to the wall over time, through anticipated normal wear and tear of a public location.

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