

School Intercom System Checklist

Several steps need to be carefully planned and executed when considering a new school intercom system. Here's a general outline of the process:

1. **Plan the System:** Before installing the intercom system, you must plan its layout, features, and components. Decide on the number of speakers required and the placement of each component.
2. **What type of Network Speakers:** Once you have a plan, you must gather all the necessary components for the system. The components include determining if you need Wi-Fi or POE speakers and indoor and outdoor speakers.
3. **Wire the System:** POE speakers require a network cable to be run from your POE switch to the location of your speaker. Wi-Fi speakers need to be located where a standard electrical outlet is available.
4. **Install Speakers:** Install the speakers in each location based on your plan. Make sure they are securely mounted and positioned to provide clear and even sound throughout the school.
5. **Test the System:** The speakers will register to the software automatically. It is easy to determine if all the speakers have registered to the speaker system.
6. **Check each speaker's sound quality and volume levels:** Play an audio file to each speaker.
7. **Train Staff:** Arrange a Zoom online meeting with Innovation Wireless technical support to review the software features. The on-boarding will cover live announcements, bell scheduling, and emergency announcements.
8. **Documentation:** Create a file in which you can keep the system's Network Information Sheet, Speaker Manual, email address, and phone numbers of technical support.

In summary, it is easy to plan for a school intercom system. Today's intercom systems are network-based systems driven by software, and the steps outlined above will ensure that you achieve a successful speaker system installation.