



## **Audio Check List:**

1. Is your application only for local sound reinforcement including automatic mic mixing and sound processing without Audio- or Videoconference (i.e. zoned sound reinforcement, presentation, concerts, etc...) ?  
**YES** ☐ **NO** ☐
  
2. Do you have an interactive full duplex application with simultaneous talking and listening (several zones, presentations, concerts + audio/video conferencing) ? **YES** ☐ **NO** ☐
  - Number of participants \_\_\_\_\_
  - Shape of the conference table \_\_\_\_\_
  - Number of reinforced zones (amplifier channels) \_\_\_\_\_
  - Number of mics \_\_\_\_\_
  - Type of microphones \_\_\_\_\_
  - Local voice reinforcement **YES** ☐ **NO** ☐
  - Use of delegate mic systems (mics including speaker and push-to-talk button) **YES** ☐ **NO** ☐
  - Are mics placed on the conferencing table? **YES** ☐ **NO** ☐  
If no, where will the mics be placed \_\_\_\_\_  
\_\_\_\_\_
  - What Line input devices are required?
    - Audio Cassette **YES** ☐ **NO** ☐
    - CD **YES** ☐ **NO** ☐
    - DVD **YES** ☐ **NO** ☐
    - VCR **YES** ☐ **NO** ☐
    - Input from AV Switcher/Router **YES** ☐ **NO** ☐

- Other **YES** ☐ **NO** ☐ \_\_\_\_\_
- Provide a Scaled Sketch or drawing of the room(s)
- Are there any acoustic problems? **YES** ☐ **NO** ☐
- \_\_\_\_\_
- \_\_\_\_\_
- Are there any noise problems (HVAC) ? **YES** ☐ **NO** ☐
- \_\_\_\_\_
- \_\_\_\_\_
- Speaker placement on both sides of the screen of the conference room (at forehead conference room wall)  
**YES** ☐ **NO** ☐
- Ceiling speakers ? **YES** ☐ **NO** ☐ If Yes, provide a ceiling layout that identifies locations of lighting, ducts, etc.
- Wall speakers along the walls of the conference room ?  
**YES** ☐ **NO** ☐
- Sound processing necessary ? (mic-EQ, room EQ, Delay, Compressor, X-over) **YES** ☐ **NO** ☐
- Number of video codecs for video conferencing \_\_\_\_\_
- Audio conferencing through phone lines **YES** ☐ **NO** ☐
- number of phone lines (number of locations which need to be integrated simultaneously in the audio conference) \_\_\_\_\_
- audio conferencing through phone lines during a video conference **YES** ☐ **NO** ☐
- total number of local line sources mono/stereo \_\_\_\_\_
- do you have to eliminate annoying background noise in conference rooms (i.e. air conditioning noise, fans, constant background noise, etc...) **YES** ☐ **NO** ☐
- camera control through mic activation **YES** ☐ **NO** ☐

- remote control through RS232 of a media control system (AMX, Crestron, etc...) **YES** ☐ **NO** ☐
- remote control through ClearOne IR remote **YES** ☐ **NO** ☐
- remote control through wall panels **YES** ☐ **NO** ☐
- remote control through logic contact closure switches  
**YES** ☐ **NO** ☐
- Recording **YES** ☐ **NO** ☐  
How Many Channels \_\_\_\_\_
- Assistive Listening System **YES** ☐ **NO** ☐  
IR or RF
- Determine or identify Electrical Power requirements.
- Determine or identify Equipment location.
- Determine or identify conduit and raceway requirements.
- specials: i.e. Surround processors  
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