

DESCRIPTION OF SERVICE

Acuity Brands Onsite Training will provide you with a system expert to conduct training with personnel who will be operating or interacting with the installed lighting control system. Training will be tailored to suit the technical ability of the audience and will address all facets of the installed system. Training should be purchased per individual day onsite.

ONSITE SERVICE NOTES

- Site visits to conduct training will occur between 8:00 am and 5:00 pm (Local Time), Monday through Friday, excluding most major holidays.
- For any visit that require time outside of the aforementioned schedule, please inquire with your Acuity Brands® representing agent or distributor.
- Training visits may encompass multiple days depending on the size and complexity of the system.
- Acuity Brands® requires a 10 business day notice to schedule a training. Expedited service may incur additional charges.
- Cancellation of a schedule training requires a 72 hour (3) business day notice. Last minute cancellations may be subject to additional charges.

All system training will be performed by a certified Acuity Brands® service representative.

Acuity Brands does not provide media or physical operation manuals for training sessions. The training session may be recorded for future use, and the Acuity Brands service engineer conducting training will facilitate customer requests to film or document training.

Typical Training Agenda

- System Overview
 1. Controls
 2. Component location and function
 3. Walk-through and explanation of current-state system
 4. System abilities that have been programmed per customer specification
- System Software
 1. Navigation
 2. Features
 3. Administration
 4. Backup and Recovery
 5. BACnet integration
 6. 3rd party system interface
- Preventative Maintenance
- Acuity Brands Service & Support
 1. Technical Support
 2. Onsite Services
 3. Service Plan Information
- Question/Discussion

Meeting Notes:

- **Not all items listed above will apply to all projects**
- **This meeting will be conducted prior to the commencement of any installation**
- **Preconstruction Meetings can be scheduled during normal working hours, Monday-Friday, excluding Acuity Brands employee holidays**



Onsite Training

ORDERING INFORMATION

Example: ONSITE TRAINING

Series

ONSITE TRAINING