



# Conferencing Implementation Service

HP Deployment Services



## Service benefits

- Improved communication and collaboration
- Increased employee productivity
- Productive conference experiences

## Feature highlights

- Complete installation and configuration
- Rapid deployment and adoption
- Project management

## Service overview

The clarity and efficiency of remote conferencing and collaboration depend on having the right hardware properly installed in your meeting rooms and huddle spaces. HP Conferencing Implementation Service improves the experience of your collaboration with proven HP technology. Our implementation professionals will get your conference room up and ready quickly, ensure it works from the get-go, empower your employees, and free up your IT resources to focus on other business needs.

## Features and specifications

Conferencing system installation	From delivery to unpacking and setup, we handle all aspects of installing your HP conferencing devices and accessories, including connecting them to Skype for Business®.
Configuration	We offer customized implementation services to meet the specific needs of your organization. We know our devices better than anyone, so you can depend on HP to get your conferencing solution up and running quickly.
Service and support	HP Services bring it all together. We help ensure optimal user experiences by providing world-class hardware solutions.
Solution design	Solution design can be ordered with Conferencing Implementation Service for an additional fee. Collaboration tools like the HP Elite Slice for Meeting Rooms G2 simplify conferencing with an intuitive interface and crisp audio that seamlessly connect people. <sup>1</sup> Complete the solution with HP conferencing displays, keyboards, mice, and other accessories. <sup>1</sup>



## Delivery specifications

<p><b>Conferencing system installation</b></p>	<p>HP installation experts (or an authorized service provider) will schedule an appointment within one week of hardware delivery. They will pick up products from the receiving or staging area, move them to an installation site in the same building, and proceed to unpack, install, configure, and test them.</p>
<p><b>Configuration</b></p>	<p>HP installation experts will integrate the conferencing solution into existing network and third-party software, but upgrades or repairs to existing infrastructure are not included.</p>
<p><b>Service and support</b></p>	<p>HP products may be supported separately according to their individual warranties. Additional HP support services are also available separately.</p>
<p><b>Solution design</b></p>	<p>A thorough system health check or network assessment should be completed before engaging this service, including technical requirements such as network, system endpoints, workflow changes, and Skype operation planning.</p>
<p><b>Location details</b></p>	<p>There is a one-day minimum charge for each location. The installation team will complete no more than four rooms per location per day. A project manager is required if there are more than ten rooms.</p>

## Customer responsibilities

- Review and sign the Statement of Work (SOW) and comply with its terms.
- Appoint a project representative with appropriate technical knowledge and decision-making authority who will be available at all times during service delivery.
- Attend all project planning and requirement review meetings.
- Provide a suitable work area with access to relevant building facilities, including computer systems and passwords.
- Meet pre-requirements provided by the hardware team.
- Review, validate, and accept deployment upon completion of the installation.

## Service limitations

- **Solution design:** Solution design is not part of the implementation service.
- **Order cancellation:** Customer may cancel orders for this service prior to delivery at no charge.
- **Statement of work:** Services not described in the statement of work (SOW) are out of scope, and can be addressed through the change management process.
- **Service delivery:** Services must be received and executed in the country of ordering.
- **Delivery location:** Installations occur at ship-to locations only.
- **Operational hours:** Installation services are performed during local standard HP business hours on normal business days, excluding local HP public holidays.
- **Additional charges:** HP reserves the right to charge for any additional work over and above the quoted service pricing that may result from work required to address service prerequisites or other requirements not met by the customer.
- **Subcontracting:** HP may subcontract services to a third party, including HP authorized service providers, or transfer this Service Agreement to another HP entity.
- **Defective products:** Defective products discovered during installation that are supplied or supported by HP will be replaced or repaired under the original vendor warranty terms.
- **Geographic coverage:** Service may not be available in every location. Please contact your local HP sales representative for country-specific coverage and limitations. Travel charges may apply.
- **UCC environments:** Changes and updates to a unified communications and collaboration (UCC) environment or network are not included in the Conferencing Installation Service.

## For more information

Contact your local HP sales representative or channel partner for details or visit [hp.com/go/deploy](http://hp.com/go/deploy).

Sign up for updates  
[hp.com/go/getupdated](http://hp.com/go/getupdated)



Share with colleagues

1. HP Elite Slice for Meeting Rooms G2 for Skype Room Systems and accessories each sold separately.

HP services are governed by the applicable HP terms and conditions of service provided or indicated to the customer at the time of purchase. Customers may have additional statutory rights according to applicable local laws, and such rights are not in any way affected by the HP terms and conditions of service or the HP limited warranty provided with your HP product.

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