

HEA THEATER

Operator Training & Certification

Central Alabama Community College | Individual training record

1 OPERATOR INFORMATION

Full name

Business / organization / department

Phone number

Email address

Role / title

Training date

2 HANDS-ON TRAINING & COMPETENCY CHECK

IT uses the **HEA Theater System Controls Quick Reference** during training. Check each item after the operator demonstrates it successfully.

- ☐ **System Control Panel** — Power on; identify Audio, Video and Mode tabs; select the appropriate mode.
- ☐ **Projector & media** — Select Booth/Rack source; operate projector/screen; enable video audio.
- ☐ **Avantis audio** — Power on; select mic channel; turn on/unmute mic; adjust volume appropriately.
- ☐ **VariLight NEOX5 lighting** — Power on; enable master switch; select preset page; adjust light intensity.
- ☐ **Safe shutdown** — Turn projector off; mute mics; shut down audio and lighting before cutting power.
- ☐ **Basic troubleshooting** — Check source, mode, mute, volume and lighting master switch; seek IT help.

3 CERTIFICATION & SIGN-OFF

The operator completed hands-on training with IT and demonstrated the checked skills above. IT certifies the operator to use the equipment selected below.

☐ Avantis audio

☐ NEOX5 lighting

☐ Projector / media

IT trainer name

Certification date

IT trainer signature

Operator signature (training acknowledged)