

AV QUICK START GUIDE – Auditorium

Please **take and use this document to:**

- Get started with the AV system
- Help you close down at the end of your event
- Make use of the assistive listening devices and lapel microphones
- Select the best Auditorium lighting scheme for your event.

GET STARTED

1. Insert new AA **batteries** in the **microphones** on the lectern(s) and turn them on.
 - a. If batteries are already in the mics, check the power level by looking at the bars on the small display on the mic. Five bars means fully charged and should last about 8 hours.
2. Set your desired height for lectern #1 (can be adjusted at any time).
3. Adjust the microphone booms on the lecterns or the clip-on microphones to your comfort.
 - a. Clip-on microphones should be placed as near to the mouth, and away from movement of clothing layers, as possible.
4. Connect your media device to the **VGA** (must also use the audio jack if you have audio) or **HDMI** cord on lectern #1 or in the AV booth, depending on your event situation.
5. Using the **control tablet**, **select your input** (VGA or HDMI from either the stage lectern #1 or the AV booth) to project or play your media content. Microphones will work regardless of which input is selected.
6. Use the control tablet to set microphone and input device **volume using the sliding bars**.
 - a. Microphones can be muted using the control tablet – tap the button showing the microphone name. It will turn red to indicate the microphone is muted. There is a delay of several seconds after selecting mute.
7. If you are using the **projector**, go to the AV booth and turn it on using the black projector remote control (usually on the projector rack).
 - a. The AV booth is upstairs from the Auditorium seating area.
 - b. You are not required to use the inputs in the AV booth to use the projector. The projector will display whatever input is selected on the control tablet.
 - c. **Open the stage curtains** to reveal the screen by using the Open/Close buttons on the wall near the AV equipment tower in the AV booth.

AFTER YOUR EVENT - Auditorium

- Power off the projector using the remote control in the AV booth.
- Disconnect your device(s).
 - Please ensure the museum's VGA, audio jack, and HDMI cords stay on the lectern and in the AV booth.
- Power off microphones.
- Collect any assistive listening devices from participants, disinfect them, and return them to their chargers on the table in the AV booth.
- Please use the wipes we have provided to disinfect the control tablet, microphones, and assistive listening devices; discard wipes in a trash can.
- Thank you!

ABOUT ASSISTIVE LISTENING DEVICES - Auditorium

Even if you are using the sound system, some of your participants may have a better audio experience if they use the assistive listening devices available in the room.

These devices are located in chargers on a tabletop in the AV booth.

Please offer these to your participants before you start. You must be using the sound system (speaking into a microphone or playing audio from your device hooked up to VGA or HDMI) for the participants to get any value from using the assistive listening devices.

Over-ear speakers and inductive neck loops are available. The neck loop is for people with TCoil-equipped hearing aids. People who do not wear hearing aids or whose hearing aids do not have a TCoil can use the over-ear speakers.



Figure 1. Over-ear speaker. Not compatible with TCoil. Hearing aid not required.



Figure 2. Neck loop. Works with Tcoil-equipped hearing aids and implants.

LAPEL MICROPHONE PLACEMENT TIPS

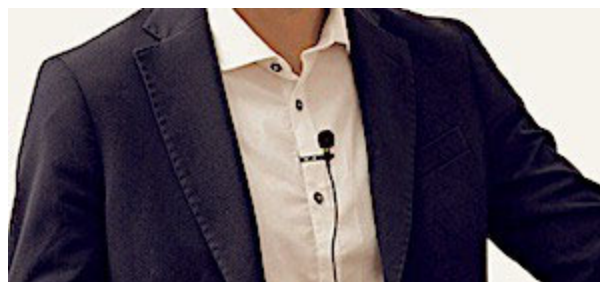
As a starting point, it's best to place a lapel/clip-on microphone ("mic") in the mid-line of the body slightly above the sternum. If you find that positioning the mic higher or lower yields a better sound, please do that instead! Note that the microphone can be toggled around in the clip to get the right direction.

For **button-up shirts**, clamp the mic slightly above the sternum. Ensure the microphone is on the outside of the shirt.

For a **t-shirt or sweater**, the best bet is to clamp the mic to the collar. This will yield a different sound since the mic is closer to the person's mouth and because it's near the throat rather than the chest. Try your best to position the microphone in a way so it doesn't rub against the person's neck. This may mean pointing the microphone slightly away from the person's mouth.

A **tie** is a great piece of clothing to clamp a mic onto. Clamp the microphone to the tie slightly above the sternum. Ensure the microphone is on the outside of the tie.

Do not attach the mic to jackets and other floppy clothing. Attaching a microphone to a jacket that is moving around can cause unwanted noise. Also, watch out for the possibility of a jacket rubbing against a microphone that's attached to a shirt inside the jacket.



All of these images show good placements of a lapel microphone.