

AV QUICK START GUIDE – Classroom


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.

GET STARTED

1. Ensure the **MASTER POWER** in the small AV equipment cabinet next to the lectern is turned on. (Museum staff usually do this!)
2. Open the drawer in the AV equipment cabinet to retrieve the **control tablet** and the number of **microphones** you want to use.
3. Put the control tablet in the dock on the lectern, which automatically powers it on. It will take several minutes to connect. Please be patient.
4. Insert your new AA batteries in the **microphones** 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.
5. Set your desired height for the lectern (can be adjusted at any time).
6. Adjust the microphone boom on the lectern or the clip-on microphone to your comfort.
 - a. Clip-on microphones should be placed as near to the mouth, and away from movement of clothing layers, as possible.
7. Connect your device to the **VGA** (must also use the audio jack if you have audio) or **HDMI** cord on the lectern. Power is also supplied on the lectern.
8. Turn on the **projector** using the small **remote control** on the lectern.
 - a. The projector will cycle off if not used for 60 minutes. Simply power back on to continue use.
9. Using the control tablet, **select your input** (VGA or HDMI) to project or play your media content. Microphones will work regardless of which input is selected.
10. 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.

AFTER YOUR EVENT – Classroom

- Power off projector using the remote control.
- Power off control tablet by pressing and holding the small power button  on the back of the tablet for about 10 seconds (don't be fooled by the pop up message that will appear).
- Disconnect your device(s).
 - Please ensure the museum's VGA, audio jack, and HDMI cords stay in the room.
- Power off microphones.
- Collect any assistive listening devices from participants, disinfect them, and slot them into their chargers.
- Please use the wipes we have provided to disinfect the control tablet, microphones, and assistive listening devices; discard wipes in a trash can.
- Stow control tablet and microphones (dry) in their cases in the AV equipment cabinet drawer.
- Thank you!

ABOUT ASSISTIVE LISTENING DEVICES – Classroom

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 top of the AV equipment cabinet (in chargers).

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 at the lectern) 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

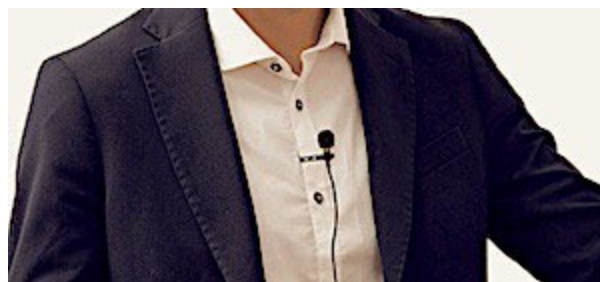
As a starting point, it's best to place a lapel/clip-on microphone ("mic") in the mid-line of the body slightly above the sternum. If you find that positioning the mic higher or lower yields a better sound, please do that instead! Note that the microphone can be toggled around in the clip to get the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