AV QUICK START GUIDE – Auditorium

This document, which you may **take and use as a checklist**, contains:

- A quick start guide
- Steps to take at the end of your event
- Information about assistive listening devices available in the room
- Lapel microphone placement tips, and
- Suggestions for selecting Auditorium lighting schemes.

1. Ensure the MASTER POWER in the AV cabinet in the control booth is turned on (button will be lit if the system is on).
2. Use microphones 1 and 2 from the charging dock under the main lectern on the stage – they have rechargeable batteries that do not need to be replaced.
   a. Turn on the microphones and the power bar should show the batteries are fully charged.
3. Use microphone 9 from the charging dock in the AV booth for communicating with people below.
4. Microphone 3 is also on the charging dock in the AV booth. This lapel microphone can be used for presenters who like to walk around.
5. If you need more microphones than the four from the charging docks, you can find additional hand-helds and another lapel microphone in the AV cabinet drawer.
   a. You will need to supply the AA batteries for these unless the previous user left theirs behind.
   b. 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.
6. Turn on the projector using the black remote control in the booth.
7. 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.

8. Connect your device to the VGA (must also use the audio jack if you have audio) or HDMI cord on lectern #1 or in the control booth, depending on your event situation.
9. Using the control tablet, select your input (VGA or HDMI from either the stage lectern #1 or the control booth) to project or play your content.
10. Use the control tablet to set microphone and input device volume.
    a. Microphones can be muted using the control tablet. There is a delay of several seconds after selecting mute.
11. Set your desired height for lectern #1 (can be adjusted at any time).
12. Connecting with virtual participants? Connect the System Audio Out USB cord to your device to pipe in room audio (anything spoken in mics or played on media connected via VGA or HDMI) to your virtual meeting platform. Do NOT encrypt the device. You may need to adjust your device or meeting settings so the microphone is set to Scarlett 2i2 USB and the Speaker is set to VP-440x.

AFTER YOUR EVENT – Auditorium

☐ Power off projector using the remote control.

☐ Disconnect your device(s).

   o Please ensure the museum's VGA, HDMI, system audio, and NMCI network cables stay at the museum.

☐ Power off microphones and return them to charging station.

   o Hand-held 1 and 2 to the station under the main stage lectern

   o Hand-held 9 and lapel 3 to the station in the AV booth

☐ Collect any assistive listening devices from participants, disinfect them, and slot them into their chargers on the table in the control 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 on a tabletop in the control booth (in chargers).

Please offer these 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 5. Over-ear speaker. Not compatible with TCoil. Hearing aid not required.

Figure 6. 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.

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.

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.

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.

SUGGESTIONS FOR SELECTING AUDITORIUM LIGHTING SCHEMES

The numbered schemes on the lighting control panel in the Auditorium control booth give you pre-programmed access to the most common lighting needs. Use this guide to determine which scheme you want to use for each part of your event. In many cases, you can use the same one throughout your event.

All schemes have been adjusted to throw minimal light on the projection screen, but certain schemes are better suited for screen presentations than others.

Any scheme that does not cast light in the seating area may not be feasible if the event requires sign language interpretation.

Scheme #	Best Suited For	What the lighting looks like
ON	Before program begins	Stage fully lit Seating fully lit
1.	Panel on stage or multiple presenters using both lecterns Some light for participants to see to take notes and move about Projection OK	Stage fully lit Seating dimmed
2.	Panel on stage or multiple presenters using both lecterns No light for participants to see to take notes and move about Projection OK	Stage fully lit Seating dark
3.	Presenters at left hand lectern No light for participants to see to take notes and move about Projection GOOD	Left hand lectern lit Seating dark
4.	Presenters at right hand lectern No light for participants to see to take notes and move about Projection GOOD	Right hand lectern lit Seating dark
5.	Showing presentation or movie on the screen and no concurrent presenter remarks Some light for participants to see to take notes and move about	Stage dark Seating dimly lit
6.	Same as #1	Same as #1
7.	Presenters at left hand lectern Some light for participants to see to take notes and move about Projection GOOD	Left hand lectern lit Seating dimly lit

8.	Presenters at right hand lectern Some light for participants to see to take notes and move about Projection GOOD	Right hand lectern lit Seating dimly lit
9.	Interactive program with presenters using both lecterns or pacing the stage Full light for participants to see to take notes, move about, ask questions, have discussions Projection not ideal but is visible	Stage fully lit Seating well lit
10.	Showing presentation or movie on the screen and no concurrent presenter remarks Full light for participants to see to take notes, move about, ask questions, have discussions Projection not ideal but is visible	Stage dark Seating fully lit
OFF	Turn lighting off when leaving	Stage dark Seating dark

Troubleshooting Tips

1. **Is your computer desktop not displaying on the room's screen, but you can see your mouse moving?** You may need to adjust your display settings to allow your desktop to be projected, especially if you normally work with multiple displays.
2. **Is your computer desktop not displaying on the room's screen?** Ensure the input selected on the control tablet matches the connection you're using – HDMI or VGA. The button highlighted in orange is the active system input.
3. **Is your presentation/slideshow sound not playing?** Make sure your device is not muted, its volume is turned up, and VP-440x is selected as your speaker.
4. **Is your presentation image getting cut off on the room screen?** Set your device's display setting to 1920 x 1080 or your presentation's slide size to widescreen (16 x 9).
5. **Is the microphone turned on and showing battery power, but no sound is coming out?** It may be muted. Tap the name of the microphone on the control tablet, wait 10 seconds, and test the mic again. If it still doesn't work, try another mic instead.