

AV QUICK START GUIDE – Mary Bonnin Room

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, and
 - Lapel microphone placement tips.
1. Ensure the MASTER POWER in the AV cabinet is turned on (button will be lit if the system is powered on).
 2. Open the drawer in the AV cabinet to retrieve the control tablet.
 3. Put the control tablet in the dock on the lectern to power it on. Wait for at least TWO minutes while the tablet connects to the system, even though a message might flash that says it's unable to connect. It's just baiting you.
 4. Use the microphones from the charging dock on top of the AV cabinet – they have rechargeable batteries that do not need to be replaced.
 - a. Turn on the microphone and the power bar should show the batteries are fully charged.
 5. If you need more microphones than the two that are charging, you can find another hand-held 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. 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 one or both projectors using the white remote control. The remote needs to be aimed at each projector separately to power on.

- a. Projectors 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 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.
 - b. If the device playing the media is muted, you will have no volume in the room. If the volume on the device is very low, you will also have low volume in the room. All the volume settings complement each other.
11. Set your desired height for the lectern (can be adjusted at any time).
12. 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. You may need to adjust your device or meeting settings to pull the audio from the “Scarlett” audio option.

AFTER YOUR EVENT – Mary Bonnin Room

- Power off projectors using the remote.
- Disconnect your device(s).
 - Please be sure to leave the museum’s VGA, HDMI, system audio, and NMCI network cables connected to the lectern.
- Power off microphones and return them to charging station (hand-helds) or drawer (lapel mics).
- 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.
- Thank you!

ABOUT ASSISTIVE LISTENING DEVICES – Mary Bonnin Room

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 top of the AV tower (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 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.

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.