A/V Set-up Checklist for Osher Classroom

1. Check room for trash, visual clutter, safety issues (i.e., handicapped seating, items in the aisles).
2. Place a fresh battery in the lavaliere. TEMPORARIALY – just make sure you have extra AAA batteries on the podium. A new charger for AAAs will be coming shortly.
3. Turn on the computer.
4. Turn on the power strip.
5. Turn the new VOCO Pro microphone transmitter on by pushing the red power button in the center.
6. Turn on the projector(s). If room 4 is being used, set the input menu to computer 2. The Christie projectors take 50 seconds to be seen on the screen so be patient.
7. Load PowerPoint presentation from the jump drive. Wizards should encourage use of the Osher equipment. Course leaders who use their own equipment need to take Wizard training and need to be able troubleshoot their own equipment.
8. Load any DVDs. It is preferable to use the computer for DVD player. Using one piece of equipment makes your job as wizard easier. [The DVD player is also a VHS player.]
9. If any websites need to be opened, set those tabs.
10. Do a sound check (PC, DVDs, lavaliere and roving mics) and set the volumes on the amplifier as appropriate. (NOTE: PC Hum if PC Volume knob is turned up without any sound being played.)
11. Set Room 4 volumes if the wall is open.
12. If necessary, turn on S-presenter.
13. Adjust the lights (turn off first row during the presentation at least.)
14. If the speaker has written notes, turn on podium light.
15. If there is a secondary wizard assigned, ask them to be a mic runner (or ask another person to do so).

A/V Shutdown

1. Shutdown the PC.
2. Turn off the power strip.
3. Turn off the projector.
4. Remove the battery from the lavaliere and place in the charger.
5. Place roving mics in the charger and make sure they are in the cradle properly.
6. Throw out any garbage or visual clutter.
7. Replace chairs as necessary to original spots.
8. Turn off the lights.

A WORD ABOUT SPILLED COFFEE:

Pour cold water on it ASAP or contact staff person.
Dab with paper towels to get as much out of the carpet as possible.
Tell the staff who will use carpet cleaner as a follow-up.
A/V Cart Setup Procedure for Rooms 6/7 (Temporary—See Item 22)
(Unless you use this procedure and successfully accomplish each step, you will likely have something to debug during the class at the least convenient time.)

1. Locate the cart in Room 5 and roll it out from the wall and unplug the white AC power cord from the wall receptacle. (Pic 1, p. 4)

2. Prior to moving the cart, route the white AC power cord so that it does not drag on the ground when the cart is moved and plug it into the power strip on the left-hand back corner of the cart. (Pic 2, p. 4)

3. Proceed to move the cart to Room 6/7 by pulling it over any thresholds since it will be necessary to lift up on the side from which you are pulling to get it across thresholds or cable floor strips such as the one in Room 5. Pushing the cart makes it vulnerable to tipping over in the forward direction.

4. Use the doorstop on the cart to hold the Room 6 door open when moving the cart into or out of the room or keeping the door open as class members enter or exit.

5. Position the cart in Room 6 with the PC side/controls side facing toward the right-hand side of the room and just to the right of the TV display on the front wall. Initially keep the cart about 2 feet out from the front wall for setup access.

6. Set Wired, Lavaliere, Roving, and PC volume control sliders all the way down and both main level controls to max. (Pic 3, p. 4)

7. Uncoil the black power cord on the cord wrap on the wall side of the cart and plug it into the AC receptacle on the right-hand front side of the room. (Pic 4, p. 4)

8. Place a chair on the PC side of the cart and sit down.

9. Move the PC tray all the way out by lifting up on the latch at the left-hand side of the tray and slowly pulling the tray all the way out with caution to avoid damage to the cables attached to the PC. (Pic 5, p. 4)

10. With the tray fully out, make sure the tray latch is down to lock the tray in the fully outward position.

11. Rotate the hinged mouse tray to the right to the working position and place the mouse pad on the tray.

12. Move the mouse at the back of the PC tray over to the mouse tray pad and into proper working position.

13. Open the PC and power up the PC with the button at the upper right-hand corner of the keyboard.

14. Locate the wooden speaker stands at the back of Room 7 and put one at the left-hand front side of Room 6 and one at the right-hand side.
15. Remove the coiled-up HDMI cable on the back of the cart with the pink tape on the connector end, uncoil it, and plug it into the HDMI port on the left side of the PC. The opposite end of this cable is already plugged into the front of the small square HDMI converter box on the right side of the cart. (Pics 6, 7, 8)

16. The speaker cables are coiled up on the hooks on the back of the cart. Uncoil them one at a time and train one to the left-hand speaker stand and the other to the right-hand speaker stand. Keep the cables close to the front wall to avoid a tripping hazard.

17. Locate the two speakers on the bottom tray of the cart and take one to each speaker stand. Plug the phone plug on the speaker cable into the back of the speaker and then place the speaker onto the dowel post on top of the speaker stand. Make sure the speaker is secure on the top of the speaker stand and properly inserted onto the speaker stand before letting go of the speaker. (Pics 9A, 9B, 9C)

18. Angle the speakers slightly toward the audience to get good sound coverage.

19. Locate the coiled-up HDMI cable on the middle left-hand back side of the TV display and detach it from the Velcro pad where it is stored. The HDMI connector is coded with yellow tape with two arrows on it. Plug that connector into the similarly coded port on the back of the HDMI converter box which is on the wall side of the cart. (Pic 7 again)

20. Find the TV remote control on top of the cart and power up the TV by first pressing the TV button and then the red power button. After some time-delay, the TV should display the same image as that on the PC display. If this does not happen, press the “input” button on the remote and proceed to make suitable choices. (Pic 10 – the soundbar is now being bypassed to enable Listen System.)

21. If both TV displays are needed for the group size, proceed to the room 7 TV and use the same remote to power up that TV by hitting TV and then the red power button. A time delay will take place after which both TV’s should display the same image as on the PC display. During this process the TV in Room 6 may appear to turn off but that is part of the delay process which is taking place and that TV should remain powered up and should eventually display what is on the PC display. (Pic s11A-E Includes some troubleshooting.)

22. From the PC, go to YouTube and run a video with audio so the PC sound level can be verified and set. With the video running, move the PC audio level control upward to a suitable volume level and then stop the video.

Temporary caution: The speaker icon for volume level control of the PC was not present in the lower dock of the cart PC when this procedure was written. The PC audio level should be set to about 75 to 80 percent by using the PC keyboard controls. This can be done any time by depressing the function key at the lower left-hand side of the keyboard and then pressing speak up or speaker down keys at the top left-hand side of the keyboard. A vertical graphic sound bar will display on the PC screen when this is being done. This presently is the only easy way to set the PC volume audio level.
24. Power up the Voco Pro receiver on the top of the cart by pressing the red button in the middle of the front panel. This does not have an always on switch and powers off electronically every time power is lost. (Pic 12)

25. Note that the roving microphones on the left-hand side of the cart facing the audience have a red and yellow button on the bottom of the mic. The one with the red button contains standard not rechargeable batteries which should be already in place. Test that microphone first by switching it fully on and then moving the roving microphone audio control slider upward to get a reasonable sound level.

26. If the standard batteries in that microphone fail during use, replace them with two new standard batteries which are located on top of the cart in a AAA 4 pack. Otherwise, obtain a new 4 pack from Julie.

27. The roving microphone with the yellow bottom button uses rechargeable batteries which are not installed until you remove them from the charger on the cart and insert them into the microphone. After installing the batteries, test that mic at the same volume level already set for the other microphone and adjust the volume level as required. (Pic 13A & B)

28. Locate the lavaliere Shure body pack for the head-worn microphone and install the two rechargeable batteries (still in the charger) into the body pack unit and close the door. Put on the headset and properly orient the microphone as if you were going to use it. Power up the body pack with the slide switch on the top cable side of the unit and set the audio slider control for the lavaliere mic to a suitable volume level. Turn off the body pack until it will be used by the course leader to save the batteries.

29. (OPTIONAL STEP) Find the wired microphone on the second level of the cart and uncoil the lead and then power up that mic and set the wired microphone volume level slider for proper level. Turn off the wired mic and place it on top of the cart where it can be used as needed.

30. Proceed to load any files to the PC which will be used by the course leader by temporarily unplugging the yellow coded USB connector at the right-hand side of the PC in order to use that port to insert memory devices. Once all files have been loaded to the PC, safely eject any memory device still plugged into the PC and re-insert the yellow coded USB plug which was initially removed. That cable goes to the HDMI converter box to supply its power. If that is not connected, audio will not accompany any videos which require audio.

31. Proceed to open and view any files loaded for the course leader and bring up the first file which the course leader will use for the class.

32. Locate the “clicker or slide shifter/Targus presenter” on top of the cart and make sure it is functional for the course leader and put it on the podium for course leader use. Pressing the controls on the unit should change slides. If not, the unit may be powered off or the battery may need replacement.
33. Enlist help with the roving microphones and inform the helpers that it may become necessary to mute the roving microphone to the middle switch position to jam out stray signals from other classrooms where this same kind of microphone is in use. If no stray signals are observed, the mic can be completely powered off when not in use by moving the switch to the full off position to improve battery life. The switch on the mic has 3 positions: off, mute, and on. If stray competing signals are present, the mute position should jam out those signals.
Pic 9C) Pic 10 Pic 11A

This is the remote for the TV.

One more thing...you might need to fix is the TV input.

Pic 11C Pic 11D Pic 11E

The input button will bring up the solution.

Push the input button once to re-establish the connection to the PC.

If any of these icons are checked & enlarged, other than PC, the input needs to be reset.

(Dual screens)

Pic 12 Pic 13

Pic 13A
A/V Cart Shutdown Procedure for Rooms 6/7 (Temporary)

1. Locate the “clicker or slide shifter/Targus presenter” if it was used by the course leader and put it on top of the cart.

2. Return any DVD’s, memory devices, etc used by the course leader.

3. Set Wired, Lavaliere, Roving, and PC volume level control sliders to zero.

4. Coil up the Wired microphone cable and place the mic and coiled cable on the second shelf of the cart above the PC tray level.

5. Locate the lavaliere Shure body pack for the the head-worn microphone and remove the two rechargeable batteries and put those batteries into the charger on the cart. Store the body pack and headset on top of the cart.

6. Put the roving microphones back into the holders on the cart. Remove the rechargeable batteries from the mic with the yellow button on the bottom and put those batteries into the charger on the cart.

7. Leave the standard not rechargeable batteries in the mic with the red button on the bottom and only replace them when necessary. If you have used the last 2 spare standard batteries which came from the AAA four pack on top of the cart, obtain a new 4 pack from Julie and put it on top of the cart. Recycle any dead standard batteries.

8. Power down both TV displays by using the remote by pressing TV and then the red power button.

9. Place the TV remote on top of the cart.

10. Unplug the HDMI cable with the yellow tape from the back of the HDMI converter box which connects to the TV. Coil up that cable and use the cord wrap to keep it coiled. Use the velcro near the connector end of the cable to attach the coil to the velcro patch on the back of the TV display about half-way up the left-hand back side of the display.

11. Remove the left-hand speaker from the top of the speaker stand. Unplug the cable to the speaker. Do the same for the right-hand speaker. Starting at the back of the cart, coil up the speaker cables one at a time with large coils such that when placed on the hooks on the back of the cart that they just clear the floor.

12. Place both speakers face down on the bottom shelf of the cart.

13. Unplug the HDMI cable from the left-hand side of the PC and make some large coils. Secure the coils with the cord wrap on the cable and place that coiled cable on top of the cart.
14. Move the two speaker stands to the back corner of Room 7 for storage where the wooden easel is also stored.

15. Shut down the PC and close the display once the display is blank.

16. Move the mouse and its cable to the back of the PC tray so the tray can be moved back in without any obstruction.

17. Place the mouse pad on top of the closed PC. Rotate the hinged mouse tray to the left so it is on top of the computer and mouse pad.

18. Lift up the tray latch at the left-hand back corner of the computer tray and carefully move the tray back under the cart until the tray latch drops and holds the computer tray in the stored position.

19. Store the chair used at the PC as appropriate.

20. Unplug the AC black power cord for the cart from the wall outlet and wrap that cord around the cleats on the right-hand side of the cart for storage.

21. Use the doorstop to hold the Room 6 door open and move the cart out into the hallway and then place the doorstop onto the top of the cart for storage. Check the room for any items which should be put back onto the cart such as TV remote, lavalier head set and body pack, roving microphones, etc. Turn off the room lights if the room has no occupants.

22. Return the cart to room 5 for storage at the right-hand back side of the room. Make sure to pull the cart over any thresholds or protective cable strips since the cart may tip over when pushed across an uneven floor.

23. Unplug the white AC cord from the power strip on the left-hand back side of the cart and plug that cord into the AC wall outlet in Room 5 where the cart is stored. This will charge all rechargeable devices but not power up the rest of the cart equipment.

24. Move the cart close to the wall to keep it as far out of the way as possible for storage. Note that the battery charger display should be powered up to indicate that rechargeable devices are being recharged.