OLLI AUDIOVISUAL (AV) EQUIPMENT

In order to use AV equipment for your OLLI course:

- You must submit an EQUIPMENT REQUEST FORM along with your Course Proposal Form.
- If additional equipment is needed during the semester, you must submit an additional EQUIPMENT REQUEST FORM at least a week in advance of the date needed.

AUDIOVISUAL EQUIPMENT / OPERATION INSTRUCTIONS

Microphones

- Handheld wireless microphones
- Lapel / Lavalier clip-on wireless microphones
- Headset wireless microphone
- Microphones are available in each classroom
- Illustrative instructions are posted in the front of each classroom

Operation instructions:

Handheld microphones

- Turn the power button to “ON” at the side or bottom of the device.
- A light will illuminate indicating that the power is on.
- Hold the handheld microphone about 2-3 inches from your mouth in a horizontal position and annunciate clearly into the end of the microphone.
- Microphones will be fully charged prior to your class.

Wireless Lapel microphones

- Clip the microphone on your clothing closest to your mouth, preferably on your collar, lapel, or on your lanyard.
- Remember to turn microphones off at the end of class.
- Remember to remove your clip-on microphone before leaving the classroom.

Computers

- Windows based laptop computers
- Mac (Apple) desktop and laptop computers
• Mac workstations are available for Mac Classes Only

**Operation Instructions:**
- Windows laptop computers are available for instructors and guest speakers.
- Make equipment requests on behalf of guest speakers at least one week in advance.
- Windows laptop computers can be used in combination with Video Document Cameras in order to switch between a computer display and document display.

**Video Document Cameras:** VDC / Elmo

**Operation Instructions:**
- Items placed on the projection surface of this device will project an enlarged image onto the screen.
- Photographs, printed pictures, books, or small objects can be projected onto the screen.
- Video Document Cameras can be used in combination with a Windows laptop computer in order to switch between a computer display and document display.

**Combo DVD / VCR Players; Blu-ray Disc Players:**

**Operation Instructions:**
- **Combo DVD / VCR Players** are available for playing either DVDs or VHS (VCR) tapes on the same device. However, Instructors are encouraged to use laptops to play DVDs.
  - To switch to the desired visual to display, use the remote control.
  - On the combination player, press either VCR or DVD to display the visual on the screen.
  - The combo DVD / VCR device may timeout after about 10 minutes of inactivity.

- **Blu-ray Disc Players** are available if needed.
**TVs:**

55” Sony Flat Screen High Definition television set (2); 60” Phillips Flat Screen High Definition television set (1)

**Operation Instructions:**
- TVs are for use in rooms where there is no ceiling mounted projector, i.e., Art rooms, Lobby, Room 105, and Room 216.
- Art rooms (Room 206 & 207) use the 55” Sony Flat Screen High Definition television.
- A VDC, a computer or both a VDC and laptop computer may be attached to the television.

**CD /Cassette Players; Bose Sound System:**

**Operation Instructions:**
- **CD /Cassette Players** can play a CD, a cassette tape, or music from your electronic device through an auxiliary sound cable, and AM/FM radio.
- Be sure to choose the correct output for your audio to play, i.e. CD, Tape, Radio, Audio In.
- Adjust the volume to allow for proper sounding audio.

A **Bose Sound System** plays CDs and also has an AM/FM radio output.
- CD/Cassette players are typically used for language classes and the Bose player for music classes.

**Visual Display Cords and Adapters:**

| HDMI Cable | Lighting Adapter-Apple Devices | Composite Cable- Red, White, and Yellow plugs at both ends for DVD/VCRs |
| VGA Cable  | Mini D-Port Adapter-Apple Devices | |
| 30 Pin Adapter-Apple Devices | | |

**Operation Instructions:**
- HDMI and VGA Cables can be used interchangeably.
- To connect equipment, an appropriate port must be available on your device, otherwise an adapter will be needed.
- Know what port your device has in order to request the correct equipment.