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# AUDIO VISUAL INSTRUCTORS' MANUAL

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OSHER LIFELONG LEARNING INSTITUTE



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OSHER LIFELONG LEARNING INSTITUTE AT UNIVERSITY OF DELAWARE IN WILMINGTON  
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## 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 announce 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

VGA Cable

30 Pin Adapter-*Apple Devices*

Lightning Adapter-*Apple Devices*

Mini D-Port Adapter-*Apple Devices*

Composite Cable-  
*Red, White, and Yellow  
plugs at both ends for  
DVD/VCRs*

### 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.