

# Anglesea Hall - Hearing Loop Instructions

## AV equipment location

1. AV equipment including hearing loops are located at the back of the hall up one flight of stairs. You will require a key to the AV room.



## Turn on hearing loop receivers

2. Hearing loop receivers are located on top of the AV control panel.
3. Remove receiver from charger and turn on – hold power button 1 second.



4. Display will come on, will show battery, should always be fully charged. User can change volume with buttons on the front. There is only 1 channel.



## Connect neckloops and headphones or hearing aids

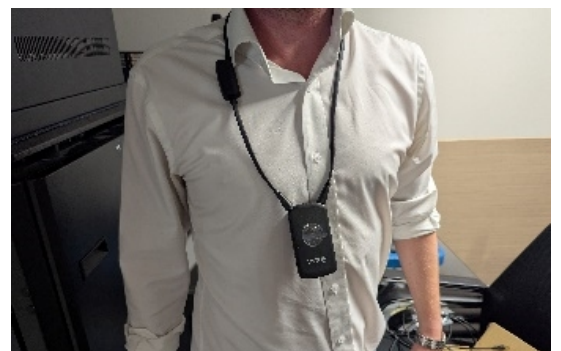
5. Neck loops and headphones can be found in labelled storage box.



6. Users using **headphones** can connect to the neckloop or directly to the receiver.



7. Users with a **T-Switch in their hearing aids** can connect directly to the receiver without headphones. These users will need to use the neckloop around their neck to ensure the hearing loop is in range of their hearing aids.



## Connect to Hand Held Microphone or HDMI

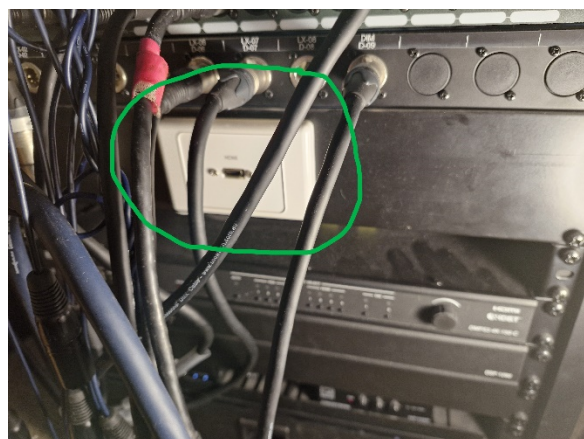
8. Hand held microphone located in bottom drawer of AV panel.

Turn on microphone and hearing loop receivers will automatically connect.



9. HDMI cable is located in the labelled storage box. Connect your laptop or DVD player to the HDMI port on the control panel (circled in green).

Hearing loop receivers will automatically connect to this audio.



## Turn off hearing loop receivers

10. Turn off receiver – hold power button 3 seconds. And return receiver to charger and headphones to storage box



***For maintenance and support please contact Surf Coast Shire IT department (03) 5261 0600.***