



SIMULTANEOUS EQUIPMENT
DUTIES SHEET FOR CLIENT AND TECHNICIAN

1) How to: Turn it on

- A. Transmitter: There is a clear button on the top. Press and hold to turn off/on. A green light indicates it is "on."
- B. Receiver: On the top, it will say "off" - scroll and you will find numbers 1, 2, 3... (volume). 0 volume = off. A green light comes on when it is on a volume above 0, meaning it is "on."

2) How to: Find the correct channel

- A. Transmitter: There is a small screen that guides you. Click the center "menu" button, cycling through volume and other settings until you find channel select. Use arrow keys.
- B. Receiver: Open the back of the receiver where the battery is. Press "Channel Seek." It will only stay on channels which carry transmissions. You will have to press "Channel Seek" until you hear the correct transmission. If interpretation is not happening, have the interpreter speak to test.

3) How to: Adjust the volume

- A. Transmitter: There is a small screen that guides you. Click the center "menu" button, cycling through channel select and other settings until you find the volume
- B. Receiver: The top of the receiver has a wheel to adjust volume. Individuals may adjust this at any time without the help of a technician.

4) How to: Mute the transmitter

- A. Press the "on/of" switch at the top of the transmitter once lightly. A red light will flash as long as the transmitter is muted. Repeat the same light press to unmute.

5) If people with receivers cannot hear any interpretation

- A. Check that receiver's volume is high enough (sometimes it needs to be turned up past 3 to hear anything)
- B. Check that the transmitter is not muted
- C. Check that only one transmitter is on the channel (if two are, they cancel each other out)

Received and reviewed by: _____ **Date:** _____



DUTIES SHEET FOR CLIENT AND TECHNICIAN

1) BEFORE THE EVENT

- A. Pick up the equipment; check that all pieces are there.
 - i. Receivers _____
 - ii. Earbuds /Two-ear headsets _____
 - iii. Transmitters _____
 - iv. Full headsets _____
- B. Know how many languages will be used at the event
 - i. If 1 language, only 1 transmitter will be used, set the channel of the transmitter. When you hand out receivers you will turn them on and press “channel seek” once, at most twice
 - ii. If 2 languages both transmitters will be used and MUST be set to different channels. If you can, pre-set the channels on transmitters and program receivers, marking down which receivers are picking up the signal from which transmitter

2) AT THE START OF THE EVENT/DURING EVENT

- A. Depending on the languages at the event, you may enlist the help of the interpreter in passing out and explaining the equipment. Be sure to tell them that they MUST return the equipment after the event
- B. Throughout the event you may need to be available to help with any technical difficulties or helping people find the correct channel.

3) AFTER THE EVENT

- A. Collect all the equipment
 - i. Receivers _____
 - ii. Earbuds/ Two-ear headsets _____
 - iii. Transmitters _____
 - iv. Full headsets _____

- 4) **If any of the materials are missing the client will be liable for their loss and replacement. Replacement cost for lost receiver is \$400**

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