

## Appendix L

# Equipment Use

## Needed Equipment

The Facilitator's Planning Worksheet included at the beginning of each session script includes a list of equipment needed for a particular session. The following is a list of equipment generally needed for training with the SpecialQuest Multimedia Training Library.

- DVD player
- LCD projector (with built-in speakers or a set of extra speakers and screen or large screen monitor\*)
- Extension cords and power strip
- Cables/adapters for connecting DVD player and LCD projector or monitor
- Remote controls (if available) for DVD player and LCD projector or monitor

\* Screen or monitor should be large enough for all participants to comfortably view the video from any seat in the room.

Note: LCD projector bulbs are very expensive. Follow all instructions that come with the projector and ensure the bulb has cooled prior to moving or putting the equipment away.

## Setting Up Equipment

It is essential to become familiar with the set up and use of the DVD player and LCD projector or large screen monitor prior to the day of the training. It is also important to arrive at the training early enough to set up and test the equipment to make sure everything is working correctly. This provides time to trouble-shoot or get tech support if any problems arise.

## Things to ask yourself:

- Where is the nearest electrical outlet?
- Is there room for the equipment and the screen or monitor near the outlet? Is there sufficient room to ensure that the image projected on the screen is large enough for all participants to clearly and easily see? Will facilitators be able to move easily and comfortably around the equipment set up?
- Will all participants be able to hear the video if the equipment is set up in this location?
- Will I need an extension cord and/or a power strip to provide electricity to all of the equipment at the same time?
- Do I have the correct cables/adapters needed to connect the DVD player and the LCD projector or large screen monitor?
- What can I use to ensure that no one (including the facilitators) trips over the electrical cords (or tape, mats, barriers, etc.)?
- Where are the light switches? Can some lights be dimmed or turned out so that the screen is visible, but participants can also see to take notes?
- Are there windows in the training room? Do they have curtains or blinds that are operational? If not, will the light from the windows make it difficult for participants to view the video? Is there some way to block out the light from these windows if necessary?
- Who will control the lights, close the curtains or blinds, and control the equipment?

## Testing the Equipment

### Power:

- Plug in all pieces of equipment.
- Check power lights on all pieces of equipment.

### Connections:

- Firmly attach audio, video, and (if applicable) cables to the appropriate equipment.
- Double check to be sure cables are plugged into the correct ports. (Hint: For cables that are color coded, place a correspondingly colored dot next to the correct port on the piece of equipment.)

### LCD Projector:

- Be sure that the "source" setting on your projector is set correctly. Be sure your LCD projector is set to the video source to show a DVD.
- As you change your source setting, wait for a few seconds for the projector to switch to the new source.

## Troubleshooting Equipment Problems

### If you cannot get an image:

- Is the power connected to the outlet and to each piece of equipment?
- Is the power strip switch in the "on" position?
- Is each piece of equipment turned on?
- Are all of the cables correctly connected to each piece of equipment?
- Are the remote controls working? Do they have fresh batteries?
- Are you using the correct remote control for each piece of equipment?
- Has the LCD projector gone into "sleep" mode?
- Is the bulb in the LCD projector burned out?

### If you cannot hear the video sound:

- Does the LCD projector have built-in speakers?
- Is the volume up on the LCD projector or monitor?
- Is the sound cable correctly connected between the DVD player and the LCD projector or monitor? (Video/Audio "out" from the DVD player and "in" to the LCD projector or monitor.)
- Are the remote controls working? Do they have fresh batteries?
- Are you using the correct remote control for the piece of equipment?
- If you are using external speakers, are the speakers plugged into a power source and turned on?
- If you are using external speakers, are the speakers correctly connected to the appropriate pieces of equipment?
- If you are using external speakers, is the volume up on the speakers?
- If you are using external speakers, is the volume up on the other piece of equipment that is feeding sound to the speakers?

### If you are having problems viewing a video (disc does not start, video "stutters" or skips):

- Have you inserted the correct DVD?
- Have you opened and closed the DVD tray to "refresh" the DVD menu?
- Does the DVD disc need to be cleaned or polished?

## Technical Assistance

It is wise to identify someone who can demonstrate and give you instructions on the set up and use of the equipment. Also, it is helpful to determine who can assist you with technical difficulties during the training, as it can be stressful to try to problem-solve technology while you're also trying to maintain the continuity of the training.