

# Audio & Video (AV) Set-up Guidelines

## BEFORE THE CLASS SETTINGS

### 1. Pre: Contact & Checking

a) Check (and confirm) audio equipment and Wi-Fi at the venue:

- Speakers (required)
- Hardline for internet if live streaming

b) ASK the venue for a dedicated and stable internet bandwidth (hardline);

Note: Stability creates more than higher “top speed”; i.e. 5mb of dedicated, steady optical fiber internet band Works better than say, “120mb unsteady open/shared band”.

**Note: Make sure the internet credentials for the livestreaming are not shared with participants so the band remains exclusively for class & translation streaming.**

c) Contact with translator(s) for technical part, familiarity with devices, deal and deliver, etc.

**Note: You may want to review with them how to operate the devices (explained below) and remind them to hit the record when translation starts, pause during**

### 2. At the venue AV / Translation devices set-up:

a) Unpack and plug translation devices to the rechargers. This will ensure batteries are powered for the whole class.

I) Transmitter is labeled with T and receivers are labeled different languages.

II) Translator’s headset is plugged to the transmitter (T) and the backup recording device to record the class translation to be sent out to participants later.

**Note: Make sure to hit the record button as translation start or else there won't be a file to send out to people after class. Also, pause the recording during coffee breaks and stop them at the end of the morning and afternoon. Thus, you can upload the files to the class drive or save them to a hard drive. This will help manage**

**memory space. You may save files as:CLASS\_Venue\_Lang\_0101 (0101 as in day 1 part 1 -morning), i.e. Embrace Your ROAR class in Caxias, day 1 morning file in English would be saved as: EYR\_Caxias\_Eng\_0101**

Note: prior to class, make sure it has enough memory space by plugging it to a computer USB port; clear memory, if required, by deleting unnecessary files.

III) Make sure both the transmitter and receivers for every given language are tuned in the same frequency (i.e. 50, 70...).

b) Plug all batteries possible to their rechargers to make sure they run all class time;

### **3. Livestream Camera:**

– Plug the 5-meter USB cable to the computer and stretch. This is how far you can go with the camera.

Note: joining 2 cables may cause quality issues or inability to transfer images to the computer.

- Position the camera in a central area and isolate it properly;

- Log in to the Zoom account and the camera will run. Thus you'll be able to position it properly. To make sure it's not crooked, you may use the ceiling line.

- Mount it on its stand for more accurate settings. Since the stand is quite small, you may want to attached it to another one (i.e. a mic stand buy using some tape) or build it on a table. Make sure to isolate the area so people won't accidentally hit it or knock it down.

### **4. Connecting Zoom H6**

Plug the Zoom H6 to a laptop or ac adapter to make sure it has enough power for the whole class. Make sure the 4 AA batteries are in and the SD card is in. Keep it plugged in to make sure recordings or livestream run smoothly. Basic settings such as language and recording format (MP3) have already been set, just check if they're still the same on the display.

**- Note: keep the gain (volume) buttons on the H6 at 0.**

- Plug microphone receivers to the side XLR ports numbered from 1 to 4; One lapel and 2 handheld are usually enough.
- Connect a P2-plug cable from the Zoom line out jack (front of the device) to the venue mixer (if you have one) with a P2 to XLR cable (available in the AV gear) or straight to the speakers
- Connect a backup device to the side headphone jack for a backup of the class in the source language (English) and make sure to hit the record button a few minutes before class actually starts.

## 5. Recording on the Zoom H6

To use the device to record and/or mix sound:

- Press and hold a little the power button (left side) to turn it on;
  - Press the side menu button and use scroll button next it to select SD card Reader, and push the scroll button down gently to select it. When the class starts, make sure to press the record button on the zoom H6 device or set the zoom on the computer to record in the computer or in the cloud, as preferred. Remember you have a backup device plugged to it, just in case.
  - Test mics and sound;
  - Music may be noisy from the computer while the Zoom is running; if so use another device (i.e. a cell phone plugged to the headphone jack on the left side of the H6).
- Note: Good operating gain for mics is 5-6; make sure to keep an eye on the Zoom display bars and keep the green. If they go red, your sound quality can be quite unpleasant.

## 6. Livestreaming

To livestream with Zoom H6: press menu, use scroll button to select Audio interface, and gently push down to select it, then select PC/Mac.

- Make sure to open the zoom on the computer and test the connection. The H6 record button won't work in this setting, so when the class starts, make sure to record in the computer or in the cloud, as preferred. Remember you have a backup device plugged to it, just in case.

- Before the streaming log in to the ZOOM
- During the streaming check the chat of ZOOM, if people write something, have a question, anything to share, or problem with the quality of streaming.

## 7. Pictures:

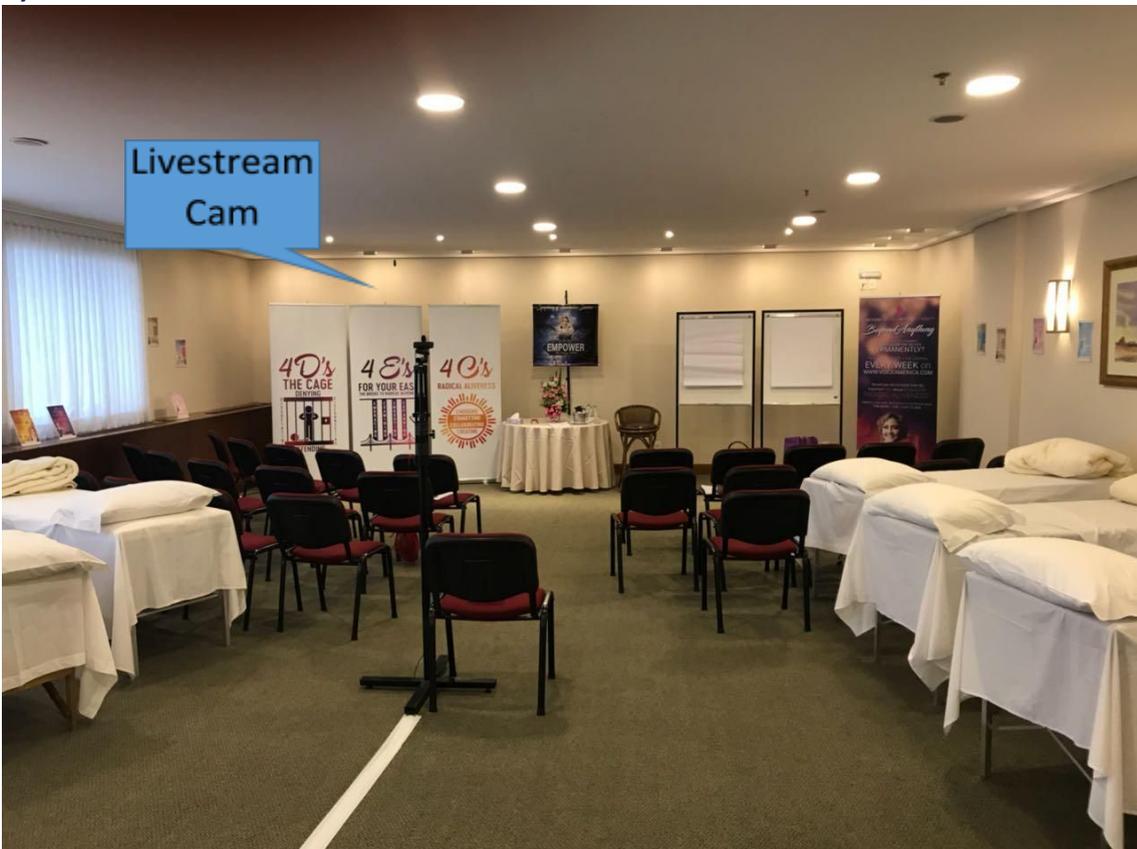
### a) Sound and Translation table:



### b) Sound and Translation table:



c) Livestream camera:



c) XLR to P2

