

Using Assistive-Listening Devices in UO Classrooms



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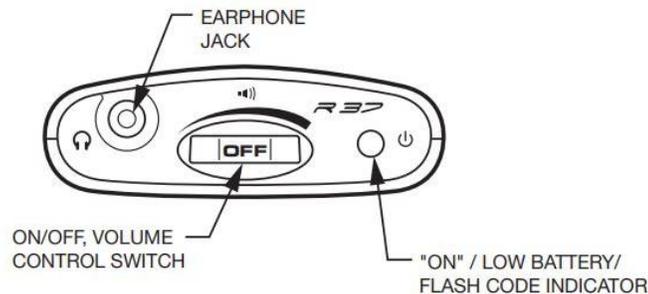
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If an ALS is installed in a classroom, the assistive-listening devices (ALD) will be found near the podium; either on a shelf, in a drawer, or close to the microphones. All audio from the classroom system including microphones, Blu-Ray player, and any device/laptop audio are transmitted to the assistive-listening device (ALD). There are two different ways to use the assistive-listening devices (ALD) – with an earphone, headphone, or neckloop (Telecoil Hearing Loop), or transmitting the audio into a laptop used typically for skyping with a live transcriptionist. A TeleCoil Hearing Loop can be picked up from CMET or AEC before your class or event.



A. Earphone, Headphone, or Telecoil Neckloop with ALD

1. Locate the classroom's assistive-listening device (ALD) typically next to the microphones or somewhere near the instructor podium.
2. Insert the headphone, earphone, or neckloop into the headphone jack (an earphone is commonly connected to the ALD initially).
3. Turn the ALD receiver on by turning up the volume control, the green power LED will turn on.
4. If you are not able to hear any sound from the ALD, check to ensure the ALD is getting power, if not, the ALD may likely need fresh batteries.
5. If you are hearing static or incorrect audio, please [follow the tuning instructions below](#).

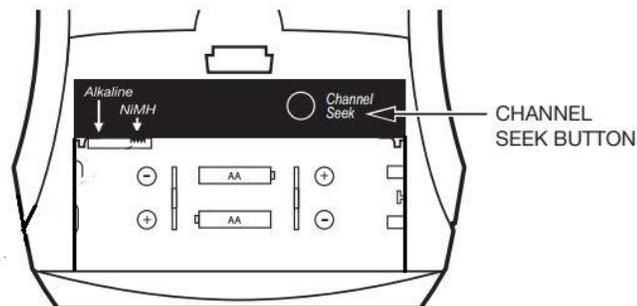


B. Audio from ALD into Laptop for use with Skype for Live Transcription

1. Locate the classroom's assistive-listening device (ALD) typically next to the microphones or somewhere near the instructor podium.
2. Plug in an audio cable into the headphone jack of the ALD.
3. Next, plug the other end of the audio jack into the USB Audio Adapter
4. Plug the USB adapter into your laptop.
5. Turn the ALD receiver on by turning up the volume control, the green power LED will turn on.
6. Go to your laptop's microphone settings to ensure the correct input is selected.
7. Open up Skype and ensure the correct microphone input is selected so that the live transcriptionist can listen to all classroom audio.
8. If you are not able to hear any sound from the ALD, check to ensure the ALD is getting power, if not, the ALD may likely need fresh batteries.
9. If you are hearing static or incorrect audio, please [follow the tuning instructions below](#).

C. How to tune the Assistive-Listening Devices (ALDs):

1. If you are not able to hear any audio through the ALD, it may be on the wrong channel.
2. Inside the battery compartment, press the Channel Seek button to seek an active transmitter.
3. If you are picking up another sign, there may be additional transmitters in the area. Press the push the seek button additional times until you locate the correct signal.



D. Support:

- **Center for Media and Educational Technologies, UO Libraries**
 - Email: cmet@ithelp.uoregon.edu
 - Call: (541) 346-3091
 - Visit the [CMET Front Desk at ground floor of Knight Library](#)
- **Accessible Education Center, Division of UG Studies**
 - Email: uoaec@uoregon.edu
 - Call: (541) 346-1155
 - Visit the [AEC Office at 164 Oregon Hall](#)