

The countdown to a successful new classroom soundfield system



There is much that can be done in preparation for a new soundfield system before we arrive at the school.

Your very first decision, apart from choosing Connevens as your preferred supplier (!), is which member of staff is to be your **soundfield co-ordinator**. Experience has shown us that the school co-ordinator makes a big difference to the success of a soundfield installation and also to the use of the systems afterwards – this is the person who will become your internal expert, staff trainer and front line troubleshooter. As with all school activities, success will be matched with the commitment of the volunteer!

Next, you need to decide which classrooms are going to have a soundfield system. **Understanding**

how rooms are used is important, so discussions with class teachers are necessary. We've found this is best done by **somebody who has an overview of the day-to-day running of the school**, such a head of department or the school soundfield co-ordinator. Think about things such as 'Does the class routinely use **AV or interactive whiteboards**?' If yes, then a connection to TV or computer will need to be provided. 'Do any of the children use **Radio Aids**?' – if yes a soundfield rebroadcast connection pack will be required. '**Is a second microphone transmitter needed?**' e.g. for a co-teacher or perhaps if group class discussions are common – in which case a handheld microphone to encourage **student participation** should be specified.

Once you have decided on the classrooms, it is worth tracking down a copy of the school **floor plan** from the school office and marking up the **current layouts for the rooms**. The main teaching area and whiteboard position, student desk layouts and available **mains power socket locations** are good things to know, as well as the height of the ceiling.

Digital pictures are really helpful to us. Clear and in focus is good – artistic quality is optional! The pictures are used to help us check for potential problems and to ensure that the system we're quoting for is going to suit the classroom.



Windows are much less of a problem with infra red systems than you would imagine, however glass panels between classrooms can be an issue, as are adjacent open plan classrooms, so please note any internal windows or movable partitions on your plan.

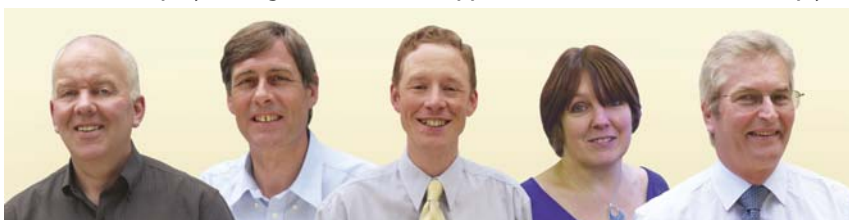


Our Soundfield Team

Connevens are keen to discuss, visit, demonstrate and advise on the choice of soundfield equipment – please call our friendly and experienced team on 01737 247571.

As you can see from this page, the more preparation that can be done before we arrive, the further forward we can take you during a visit. From experience we know that the more information we have, the more certain you can be of getting the right equipment. To make it easier, we ask you to answer the questions on the following page.

From initial enquiry through to after sales support our team will be here to help you



Phil Boswell, Robert Manwaring, Richard Vaughan, Angie Martin and John Popplestone

Connevens are committed to providing a high quality level of service from initial enquiry through to after sales support and **it is important to us that you get the right equipment** for your individual school, situation and purpose.

To help us to prepare a soundfield quotation we would appreciate having the following information. Please answer as many questions as you can – do please contact us if you need any help or clarification.

Connevens IR Classroom Soundfield

Number of classrooms you would like us to quote for:
Please fill in details for each classroom on the following pages

Your Contact details

Date:

Contact name & title:

Contact email:

Contact tel:

School/college name:

Address:

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Postcode:

School/college website:

Installation

Do you want us to quote for installation: Yes No

Self installation is easy for IR Swift systems – other soundfield systems require a technician/installer.

General notes

- a) Please let us know if there are any **building control restrictions**.
- b) A **switched mains power socket** is required **adjacent to where the amplifier will be installed**.
- c) **Clear wall space** will be required for speakers and/or wall mounted units.
- d) At the time of installation, **access from 8am - 6pm will be required**.
We also ask that for safety reasons whilst installing the connecting wiring, **any obstructions or lines hung across the classroom are removed** prior to the installation day.

Any other information you think we should know:

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Please return your completed forms by email, fax or post – whichever is convenient for you. Once we receive your completed questionnaire we will be in touch to confirm receipt and will then prepare a quotation for you.

Please complete a page for each classroom Soundfield system – *thank you*.

Room name/no: Date:

Room Size (approx.):

Ceiling height (approx.): Suspended tile ceiling: Yes No

Any unusual classroom features or shape:
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Classroom layout – ideally, please supply a digital photo from each end *and* a plan if available

Digital photo image refs:

Plan supplied (either your own or on following plan sheet), ref:

Soundfield system type required (if known), otherwise we will recommend the best option for your room size.

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Transmitter/microphone 1 – for tutor, type required:

Swift TX pendant Beltpack & collarworn Beltpack & lavalier

Transmitter/microphone 2 – for student or guest use, if required:

Handheld Swift TX pendant Other:

Existing sound/AV equipment: Please provide details of any sound or AV equipment used in the classroom so we can include the appropriate connection lead(s) or wireless link transmitter

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Radio aid systems – do hearing impaired students with a radio aid use the room.

If yes, what radio aid system(s) do they have?

Any other info about the way the room is used that we should know?

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Any other information you think we should know:

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Internal use – for IR CLassmate or IRR-30P no. of speakers, 4 or 6:

Room plan: – Please use this to give an approximate guide to the size of the room.
An indication of windows, doors, power sockets etc. would also be very helpful.

Room: **Date**

1 square = 1 sq. metre

A large grid of 10 columns and 15 rows of squares, each representing 1 square metre, for drawing a room plan.

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