



Assisted Listening Device: How to Reserve & Quick Setup Guide

How to Reserve

- Submit a Help Ticket to reserve the Assisted Listening Device (ALD)
 - State the date and location of the in-person hearing, if known
 - Explain if you have already reserved an OAH hearing room
 - Explain any relevant factors for the case type. For example, will the ALJ be in-person with the party who needs the device? If the ALJ is by telephone, explain if IT needs to coordinate with support staff at the hearing room site to receive, setup, and return the device.
 - The IT department will mail the ALD to the OAH office where the hearing will be held. Or, in the alternative, the ALD can be shipped to the ALJ's home. The ALJ can bring the ALD to the in-person hearing with them if the hearing is at a facility other than an OAH office.
 - The IT department will include a return label so that the ALJ can mail the ALD back to IT.

Quick Setup Guide

- The Base Unit

Below is a visual of the basic setup for the base unit.



NOTE: The **tile** and **foam block** are to be used as a mic rest to reduce incidental noise caused by people at the table.



A close up of the base unit and where to plug in the cables.



➤ The Receiver

The system contains 4 Receivers (AA batteries are required)



➤ Ear Ware

You will need to select the desired ear ware for use with the Receiver. The system contains the below ear ware options:

- (4) Stereo headphones, adult size, 16 Ω .



- (3) Surround Earphone. Hangs on outside of ear.



- (2) Dual mini isolation earphones. Fits in the outer part of the ear. 32 Ω , stereo.



- (2) Use with hearing aids equipped with a T-coil switch or an induction earphone. 3.5 mm plug, mono, 8 - 16 Ω .





Ensure the Receiver Channel and the Mic Channel are in sync:

