



MEMORANDUM

TO: *i21 Technology Team*
FROM: L. Dulgeroff and D. LaGacé
DATE: May 20, 2011
SUBJECT: ***i21* Classroom Existing Audio Amplification System Replacement**

DIRECTIVE & PROCEDURES FOR *i21* CLASSROOM AUDIO AMPLIFICATION SYSTEM

Directive:

1. Functional existing late-model audio amplification systems including but not limited to the LightSpeed 850i and 855i will not be replaced with a new similar model audio amplification system during *i21* installation.
2. If the existing audio amplification system is not functional because it lacks a microphone, the school can request a microphone that is compatible with the existing system.

Procedures:

1. If a microphone was not present during the *i21* installation, installers will mark the Classroom Installation Quality Assessment Checklist with the comment "Existing System – Unable to Locate Microphone" under "Audio Installation."
2. *i21* installation staff will inform the principal of this condition and these procedures during the principal's review of the Classroom Installation Quality Assessment Checklist. *i21* installation staff will provide a list of the classrooms meeting this condition to the PPO Work Order Desk or Audio Visual Shop as appropriate.
3. Where the microphone for the existing audio amplification system is not present during installation and the teacher does not have access to a compatible microphone, the school administration should call the work Order Desk at PPO (858) 627-7250. The PPO Work Order Desk will route the school's request for an appropriate replacement microphone for the eligible *i21* classroom to the Audio Visual shop.
4. The Audio Visual technician responding to the school's request will provide an OEM replacement microphone as needed for *i21* classrooms on the list, provided the request is made immediately following the classroom's *i21* installation.