



Honorary President: Dame Anne Begg M.P
President: Douglas Welsh
Vice President: Alan Donaldson
Secretary: Robert Cerretti
Treasurer: Dave Ramsay
d_ramsay_mail@yahoo.co.uk
01569 750730

Visitor Audio Guides Urgent and Important

- The audio guides are powered from the gang socket on the desk
- An orange light on the Audio guide holder shows that the Unit is powering up.
- A green light on the Audio guide holder shows that the hand guide is ready for use.
- Take audio guide from holder, press the red stand – by button (bottom button on set)
- The green light should flicker, and when constant green, the set is ready for Visitor use
- There are 18 set bites for the Visitor to hear, and to guide them through Upper and Lower decks of the Museum
- When inserting the hand set back in the holder, press firmly down to ensure the set has been replaced correctly
- An orange light should appear on the holder, to show that it is charging.
- Monitor the status of this light, because if it remains orange, the hand set has not been replaced correctly. Press down again firmly on the hand set to correct.
- A green light after a few minutes, should confirm that the hand set is now ready again for Visitor use.
- Please make sure that the red switch on the audio guide holder, is always in the “Charger” position
- I have sellotaped a note to this effect on the audio guide holder for Charger position,
- Before switching off the gang socket at the end of your shift, please ensure that all hand units are showing a green light for the next Volunteer shift.
 - This procedure is now in the Procedures Manual, for your guidance.

