

INTRODUCTION

The Digital Switchover has meant that some existing wireless microphone systems no longer work. Systems bought in the future need to be carefully co-ordinated, or they may prevent each other from working. NUIT Audio Visual Services (AVS) have audited all known wireless microphone systems on the main University campus and have:

- Rationalised and reconfigured all wireless microphone systems in centrally supported teaching and learning spaces
- Assisted University staff with the reconfiguration and/or replacement of school owned wireless microphone systems to ensure compliancy
- Purchased a fixed site licence to cover all known RF radio microphone systems installed on the main University campus.

POLICY

NUIT Audio Visual Services will:-

- **Broker any future purchasing of wireless microphone equipment to be used on campus.**
- **Provide free consultation and advice regarding equipment purchasing, frequency or channel allocation and system installation and setup**
- **Purchase and manage all frequencies, licences and channels used on campus**

This policy will ensure that new systems are compliant with current Ofcom regulations where applicable, meet the needs of the users, are considered value for money and **will not interfere with any other wireless microphone systems currently on campus**

PROCESS

Prior to purchasing any wireless microphone systems to be used on main University campus the following steps must be taken:-

1. Consult initially with AVS who will recommend equipment to purchase and give notification of frequencies or channels to use
2. Obtain quotations for recommended equipment using companies recommended on the University purchasing services framework. AVS will verify quotations to ensure correct equipment has been specified and is value for money
3. Raise purchase order with supplier who will then supply, install and set up system. Where appropriate AVS will then check the system to ensure it has been installed and configured to comply with current site licences

ADDITIONAL INFORMATION

AVS are not responsible for on-going support and maintenance of non-AVS owned equipment but will provide guidance and advice when requested

The current site licence covers University main campus only (including Medical and Dental School). Any requests to set up and operate system outside of main campus are subject to licensing approval by governing bodies and may incur a cost.