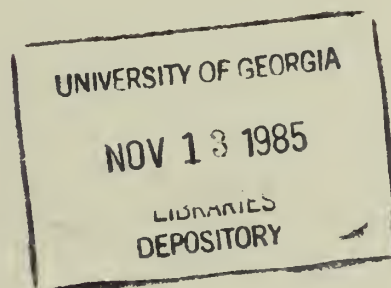


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AV EQUIPMENT AND THE PARKS
A HANDBOOK FOR PARK PERSONNEL



AV EQUIPMENT AND THE PARKS

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INTRODUCTION

This handbook is one of two produced by the Division of Audiovisual Arts -- The AV Production Handbook and The AV Equipment Handbook. Both are designed to help you. They offer guidelines for your own onsite efforts to use audiovisuals most effectively. They help you to decide how and when to turn to contractors or the Harpers Ferry Center for support. They suggest ways in which you can best support the Center's efforts in your park's behalf. In short, we hope they provide the procedures through which, as a team, we can ensure that production and presentation of your audiovisual programs best serve the park and its visitors.

The format is organized for easy update and revision as dictated by changes in policy, procedures and technology.

These handbooks, we hope, will help guarantee success of our common mission to serve the NPS visitors of today and to preserve a portion of our heritage for future generations.

WHO TO CONTACT
EQUIPMENT OPERATION AND MAINTENANCE HOTLINE

Technical Support:

	Branch of Equipment Services Harpers Ferry Center 304/535-6371	FTS 925-6307
Design	Fred Jessen	FTS 925-6307
Installation/ Troubleshooting	Woody Davies	FTS 925-6524
Videotape/Videodisc Repair	Robert Engler	FTS 925-6522

Procurement:

Jane Jennison
Branch of Property Management
National Park Service
Charles Town Warehouse
401 West Washington Street
Charles Town, WV 25414
304/535-6371 FTS 925-6309
304/725-0073

Travelers Information Systems:

Procurement, Installation, Replacement	Denver Service Center National Park Service P. O. Box 25287 Denver, CO 80225 303/236-8730	FTS 776-8730
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EQUIPMENT OPERATION AND MAINTENANCE

On-Site AV Installation and Maintenance

The Branch of Equipment Services at HFC is responsible for the design, fabrication, installation and maintenance of AV systems installed at National Park Service sites. Therefore, this staff is available to assist the parks in describing new AV installations, upgrading sub-standard installations, and repairing inoperative systems. Assistance can be obtained by contacting individuals shown in the "Equipment Operations and Maintenance Hotline."

Daily Maintenance

Daily maintenance is the least expensive way to keep equipment operational, avoid lost staff hours, and the need to order replacement equipment. Properly performed daily maintenance:

- o extends equipment life
- o eliminates unnecessary repair/requests for replacement equipment
- o prevents downtime
- o requires minimum time and effort

Daily maintenance involves nothing more than performing initial setup and testing of each piece of equipment before use. Instructions are contained in manuals supplied with equipment. If problem areas are detected, corrective maintenance then must be performed.

NOTE

FAILURE TO CARRY OUT DAILY
MAINTENANCE WILL RESULT IN
UNNECESSARY PROGRAM SHUTDOWNS,
EQUIPMENT REPAIRS AND REPLACEMENT

Guidelines for operating and maintenance procedures covering specific equipment types are provided in the mini-handbooks packaged in the plastic sleeves inside the back cover. They are:

- o O/M-1: SLIDE PROJECTORS
- o O/M-2: DISSOLVE PROGRAM EQUIPMENT
- o O/M-3: 16mm FILM EQUIPMENT

Answers to most questions encountered in operating and maintaining AV equipment are covered in the above mini-handbooks. If problems persist, consultation is available by phone at the Branch of Equipment Services (see HOTLINE, page ii). If after contacting HFC problems remain unsolved, defective equipment must be replaced. Meanwhile, utilize your backup equipment to keep presentations on the screen and on schedule. Detailed equipment maintenance procedures are changing and are outlined below.

As of October 1, 1985 and until further notice, all National Park Service areas will receive AV equipment maintenance through the Audiovisual Depot located in Harpers Ferry, West Virginia. To obtain replacement AV equipment, call Jane Jennison on 304/535-6371, Ext. 6309, 304/725-0073 or FTS 925-6309.

A "Statement of Work" has been written and contract proposals have been received for purchasing services and materials required to maintain mailable AV equipment located at sites in the Western regions. When this contract is negotiated, the AV equipment will be transferred to the parks involved and the parks will ship their equipment to the contractor for maintenance. The same piece of equipment shipped will be repaired and returned to the park.

10/1/85

Park personnel will determine that the returned equipment is functioning properly and will then send a completed form to the Branch of Equipment Services at HFC and they will arrange for payment of that maintenance.

When the contractor is known, a letter will be sent to all parks involved and this letter will describe procedures and equipment included in contract maintenance. Parks located in the Eastern regions will continue to use the services of the Audiovisual Depot in Harpers Ferry.

EQUIPMENT PURCHASES

The Branch of Equipment Services at HFC will continue to specify new audiovisual equipment needed to satisfy interpretive requirements in the National Park Service. Manufacturers' equipment will be examined and a list of what is called "Depot Standard Equipment" will be maintained. This list will be periodically updated to reflect either new items available or to drop those no longer commercially available. All National Park sites needing additional AV equipment of the type included on the "Depot Standard Equipment List" may purchase that equipment through the Depot system. The procedure is to prepare a requisition (form DI-1) showing the proper account number to be charged and send this through their Region to the Branch of Property Management at Harpers Ferry Center.

Since funding is a part of the purchase process, timing becomes important. HFC must have funds transferred to usable internal accounts in sufficient time to replace depleted stock. Therefore, only those requisitions received by the Branch of Property Management by the second Friday in August will be processed for that fiscal year. Bi-annually the Regional Offices will transfer the funds from these requisitions to the HFC accounts.

It was explained on page 3 of this manual that the accountability of AV equipment will be transferred to the parks. Until that happens, HFC is accountable for the equipment and will need to know if capitalized equipment

is lost, stolen or destroyed. The site accountable for the missing or destroyed equipment must convene a Board of Survey and send a copy of the survey report to Harpers Ferry so that the equipment can be removed from the inventory. The park is responsible for the replacement costs for the equipment.

Park personnel who have questions about what equipment to buy or how to buy it should call HFC for assistance. Technical and procedural questions should be directed to the Branch of Equipment Services (304/535-6371, Ext. 6307 or FTS 925-6307). Procedural questions and questions about availability and status of orders should be directed to the Branch of Property Management (304/535-6371, Ext. 6309, 304/725-0073 or FTS 925-6309).

The Depot Standard Equipment List follows. The prices shown are those that existed when the list was prepared and these should be used to estimate equipment costs. Actual costs will be those in effect at the time the requisition is received.

DEPOT STANDARD EQUIPMENT LIST

October 1985

Slide Projectors

1. Kodak Ektagraphic III ATS projector, Identification No. AV 341 ATS. Automatic focus projector with built-in viewing screen. Features remote forward and reverse slide change capability, lamp module accessible from rear of projector, variable electronic timer, tray removal without power applied, eight-pin special application receptacle, reading light, and EXR 300 watt lamp.
Without lens\$328.70
2. Kodak Ektagraphic III A projector, Identification No. AV 341A. Automatic focus, remote forward and reverse, lamp module accessible from rear. Tray removal without power applied, eight-pin special application receptacle, reading light, and EXR 300 watt lamp. Projector is not equipped with a timer or viewing screen. Without lens \$234.65
3. Kodak Ektagraphic III B projector, Identification No. AV 311B. Same as projector above except that the auto focus is replaced with a remote focus capability.
Without lens \$194.75
4. Kodak Ektagraphic III E projector, Identification No. AV 321E. Same as projector No. 3 except that it has no remote focus capability. Without lens \$156.75
5. Kodak Random Access projector, Identification No. AV 960. Has automatic focusing, remote focusing and remote selection of slide to be projected. With selector and 20-foot control cable with 500 CBA lamp. Without lens\$1,107.70
6. Kodak Ektagraphic Audioviewer/projector, Model 460. Record/playback with program and pause signals. \$513.00

Slide Projector Accessories

1. Lenses for these slide projectors will fit the older Ektagraphics and Carousels.

a.	Ektagraphic 2 1/2" - f 3.5, 65mm, 122-5127	\$ 31.04
b.	Ektagraphic 3.0" - f 3.5, 76mm, 122-5143	\$ 19.40
c.	Ektagraphic 4.0" - f 2.8, 102mm, 143-2947	\$ 23.28
d.	Ektagraphic 5.0" - f 2.8, 124mm, 143-2962	\$ 23.28
e.	Zoom, 4-6" - f 3.5 (for cardboard slides) curved field .	\$ 44.62
f.	Zoom, f 3.5, 100-150mm (glass-mounted slides), 143-3432	\$ 48.50
g.	Ektagraphic 7.0" - f 3.5, 178mm, 122-5168	\$ 43.65

Special lenses such as shorter or longer focal lengths and speeds and right-angle lenses are available, varying in price from \$90 upward.

2. Carousel projector case, Model E. Holds one Ektagraphic, one slide tray and projection lens. Identification No. B 596C . \$ 30.99
3. Carousel slide tray case. Identification No. B 234C. Will hold three 80-slide trays. \$ 22.89
4. Kodak EC sound/slide synchronizer, EC67, 105-5177 \$ 54.77
5. Universal slide trays. Cardboard slides. 80 slides. Fits all Ektagraphic and Carousel projectors. Model 2. Identification No. AV 780 \$ 5.58
6. Remote extension cord, 25-foot, EC-58 \$ 9.36
7. Remote control cord, EC-3. Slide change forward and reverse. Remote focus. Fits all models. \$ 11.61
8. Stack loader. Permits loading 40 slides without using a tray. Can be used with all Ektagraphic projectors. Identification EC-40 \$ 21.24
9. Filmstrip adapter. Can be used with all Ektagraphic projectors. Identification No. AV 425 \$ 70.76
10. Relay outlet strip complete with KRP-14 AG relay \$ 84.00
11. Kodak EC Automatic Timer, Model III, Catalog No. 144-0122, EC-5 \$ 27.64

12. Kodak Universal Deluxe Covered Slide Tray designed to be used with III and audioviewer. Will allow use of cardboard, plastic or glass slide mounts, AV 880, catalog # 121-8080 .. \$ 8.63

Accessories for Kodak Audioviewers -- call for availability and cost.

Dissolve Controls

1. Kodak Ektagraphic programmable dissolve control. Unit provides 5 dissolve rates plus additional effects capability for 2-projector programs. Requires tape recorder with separate track available for cue data, AV-32, catalog No. 125-1313 \$380.24

Multi-Image Program Units

1. Arion Model Express Four. 4-projector dissolve/cassette stereo, 25 watt amplifier playback system \$1,558.45

16mm Motion Picture Projectors

1. Bell & Howell auto load, Model 2585B with 2", f 1.2 lens ... \$695.00
2. Elmo 16-CL projector with 2", f 1.2 lens \$600.00
3. Elmo 16-CL xenon projector with 2", f 1.2 lens \$2,030.00

Lear-Jet Tape Cartridge Players

1. LaBelle plamatic 84 message repeater, 3.75 ips, reads "change" and "stop" signals, 115 VAC, 8 ohm audio output ... \$167.00
2. MacKenzie Minimac, Series II, Model No. MM-4SL, 4-track, 3 preamp out, 1 tone track, lear jet cartridge. To be used with Kodak Ektagraphic programmable dissolves where digital data is required to advance and synchronize slide programs. The device can also be used with single speed Kodak dissolves by using the tone track. \$918.80

Battery-Operated Tape Cartridge Players

1. JIL. Model 515 tape player, 8-track auto cartridge player with BTR control box. Reads "stop" signal. 12 VDC, 5 watt audio output at 4 ohms.

JIL Model 515 player (and cables)	\$ 61.00
BTR control	\$156.00
12 VDC counter (accessory)	\$ 45.00

AC Counter

1. 120 VAC \$ 27.00

Cassette Tape Recorders/Players

1. Sony Model TCM 757, portable AC/DC monaural \$ 42.50
2. Marantz, PMD 221, portable, two speeds, AC/DC monaural \$205.00
3. Marantz, stereo, portable, 3-head, Model PMD-360 \$295.20

Amplifiers

1. Tube type, Precision electronics-Grommes, S 60 \$184.10

Solid State Amplifiers

1. Realistic, Model MPA-20, 20-watt, AC/DC \$ 79.95
2. Realistic, Model MPA-35, 35-watt, AC \$ 99.95
3. Sony TA-AX-360, stereo amplifier, 50 watts/Channel\$200.00
4. Bogen CHS-35B, 35-watt w/2 remote controllable inputs \$180.00

Loudspeakers

1. Magitran, Polyplanar, P5, 4" x 8", 5W \$ 8.95
2. Magitran, Polyplanar, PR8, 8" round, 20W \$ 9.60
3. Magitran, Polyplanar, G51P, 6" x 10" with grill, 5W \$ 11.90
4. Electro-Voice, Interface II, Series II, 24 1/4" x
13 3/4" x 10 11/16" \$181.95
5. Electro-Voice LR4B column loudspeaker, 90 watt \$350.00
6. Electro-Voice, PA-30-T, paging projector loudspeaker \$ 54.28
7. Realistic Minimus 35, 10 9/16" x 6 15/16" x 6 15/16",
die-cast metal, silver \$ 79.95
8. Realistic Minimus 7, 7 1/16" x 4 7/16" x 4 5/16", die-
cast metal, silver or black \$ 44.96

Microphones

1. Electro-Voice, 627C, has slide switch on microphone.
Specify Lo Z or Hi Z \$ 63.00
 2. Electro-Voice, 647A, Lo Z, Lavalier type \$ 68.00
 3. Electro-Voice, 621, press to talk, table stand. Specify
Lo Z or Hi Z \$ 74.95
- All Lo Z microphones used with Grommes amplifiers need
transformer and adapter cable \$ 19.70

PA System

1. Lecternette, portable, L50-20A, AC/DC \$520.00

Film Tree

Consult Branch of Equipment Services for cost and control
requirements.

Push-Button Switches

1. Square "D" KR-3U, push-button operator \$ 6.00
2. Square "D" KA-2, normally open contact block \$ 3.30

NOTE: Items 1 and 2 required for complete switch.

3. Grayhill, #2201, normally open switch \$ 3.70
4. Microswitch, #71PB2, normally open \$ 3.06

Video Equipment

1. Videocorders and Reproducers (color):

- a. Sony Model VP-5000. U-matic (3/4" cassette tape)
color video player. Replaces VP-2011. Not portable .. \$995.00

Optional rack mounting hardware kit, RRM-501 \$170.00

- b. Sony Model VO-5600. U-matic (3/4" cassette tape)
color video recorder/player. Replaces VO-2610.
Not portable \$1,833.00

Optional rack mounting hardware kit, RMM-501 \$170.00

- c. Panasonic Model NV-8420. Portable 1/2" VHS format
video cassette recorder/player. Supplied with LC S-
2012P battery to give up to 2 hours continuous
recording, still frame, high speed search, remote
control, RF channel 3 or 4 out \$756.20

NOTE: To be used with Panasonic Model WV-3240/8AF
or other compatible color camera.

- d. Panasonic Model AG-2400. Portable 1/2" VHS format
video cassette recorder/player. 2-6 hour record, 2-4-6
hour playback, 4 heads, video/audio in and out, RF out.
Includes soft carrying case and remote control \$722.00

2. Accessories for Panasonic Model NV-8420:

- a. Panasonic Model NV 58. Battery charger/AC adapter \$125.55
- b. Panasonic Model LCS-2012V, battery pack \$ 34.43

3. Accessories for Panasonic Model AG-2400:

- a. Panasonic Model AG-B11, AC adapter/battery charger \$125.55
- b. Panasonic Model AG-BP202, rechargeable battery pack \$ 34.43
- c. Panasonic Model AG-V340, tuner/timer \$684.72
- d. Panasonic Model AG-CR240 car battery cord \$ 14.18

Video Camera (Color)

- 1. Portable color video camera w/2/3" Hi-band Neuvicon tube, built-in 8:1 auto focus zoom lens and character generator, time/date generator, stop watch \$890.50

(Check with HFC about other models that may be available.)

Monitor/Receiver (Color)

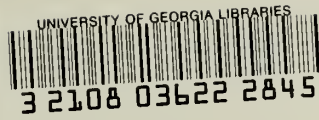
- 1. Sony Model CVM-1900 Trinitron. Color monitor/receiver, 19" \$888.00
- 2. RCA Model JKR-985RR. Color monitor/receiver, 25" \$668.00

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