

# Franklin D. Roosevelt Library and Museum

## Tour-Mate User Guide

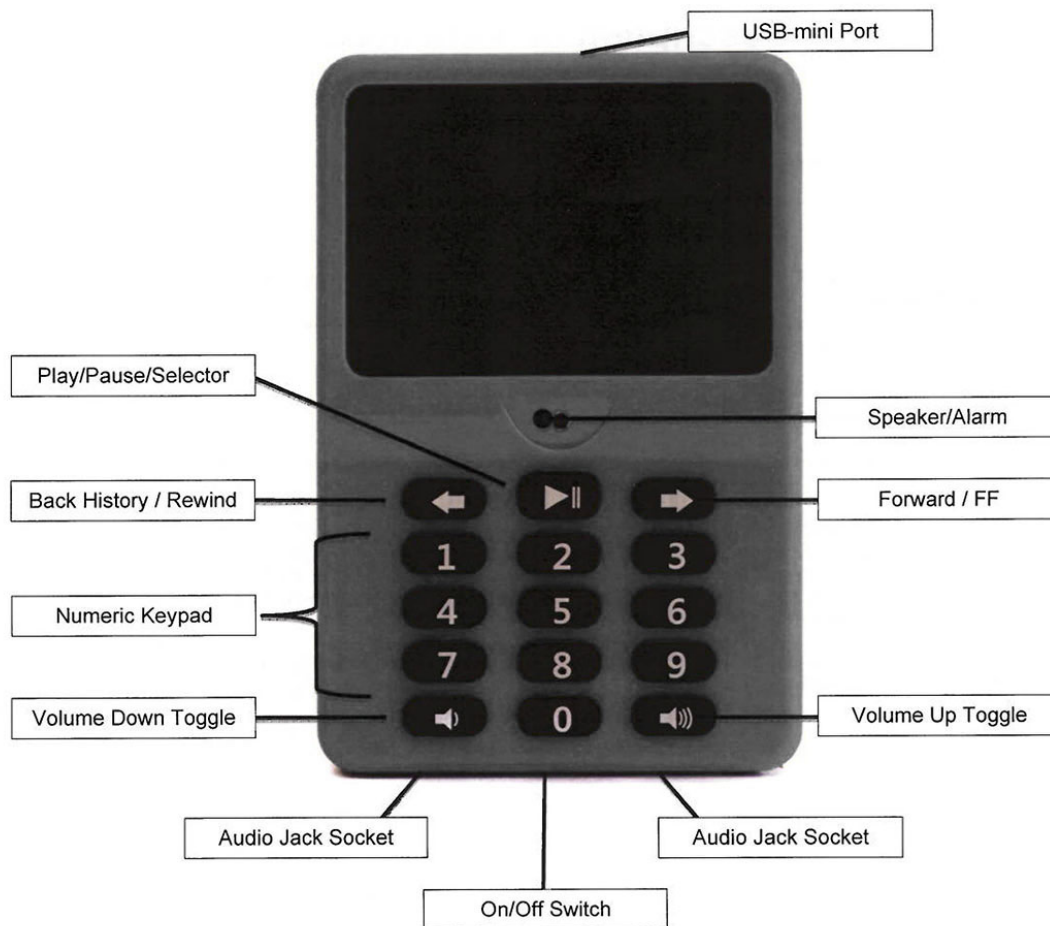
### What is an Audio Description Guide?


Audio Description (AD) is the narration of the visual elements of a space. Our AD tour has over 13 hours of narration, which includes the permanent exhibit text as well as verbal illustrations of exhibit spaces, documents, artifacts, and interactives. The Tour is available in English and Spanish.

### How to Use Our Audio Description Guide

Visitors can access the Roosevelt Library Audio Description Guide on free handheld Tour-Mate devices available at the Museum's New Deal Store (located in the Henry A. Wallace Visitor and Education Center).

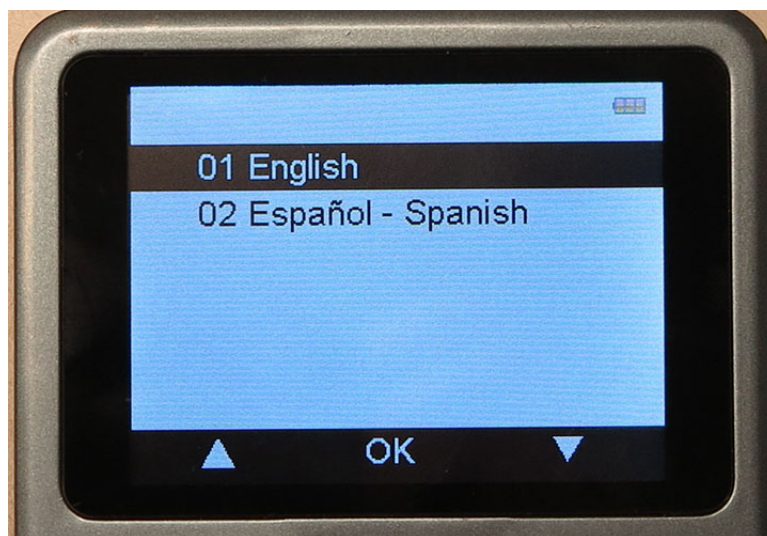
When you arrive at the New Deal Store, a staff member will assist you with the device and the headphones.






- 1) Flip the device's main power switch located on the bottom edge of the device to the **ON** position.
- 2) HOLD the  button for **three full seconds** and release.
- 3) The device will automatically turn on and will display several screens of information:

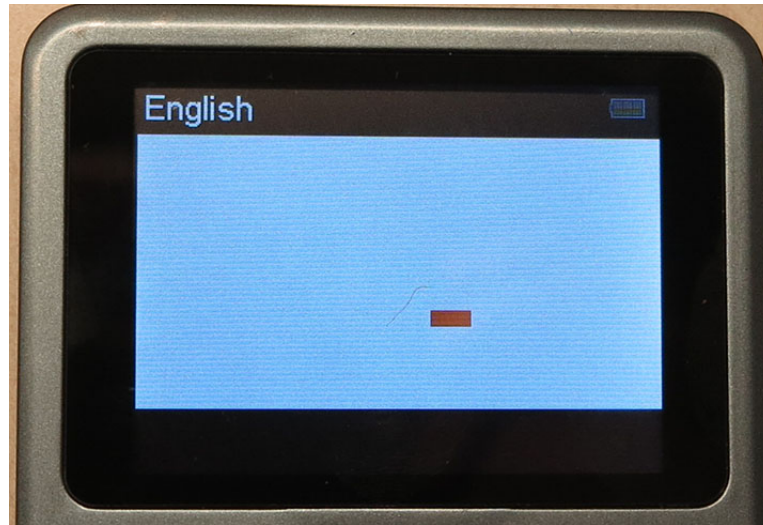



The last screen contains the language selection menu.

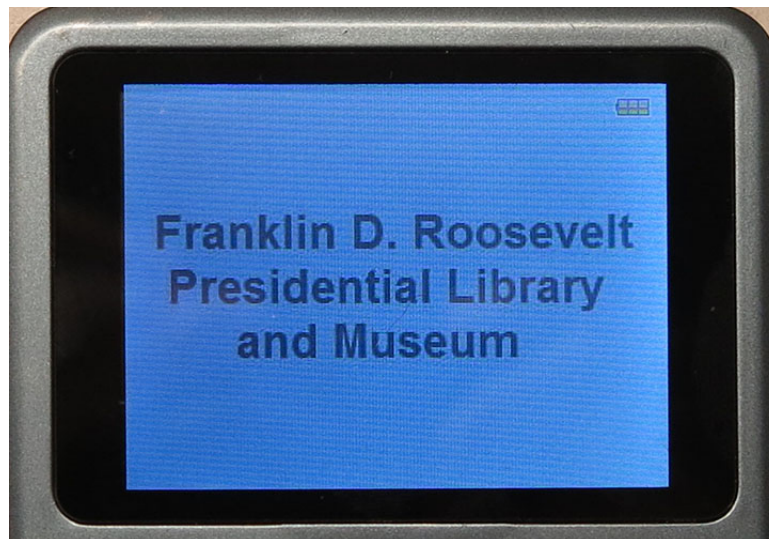


- a) The device defaults to "01 English." To select English press  to continue.

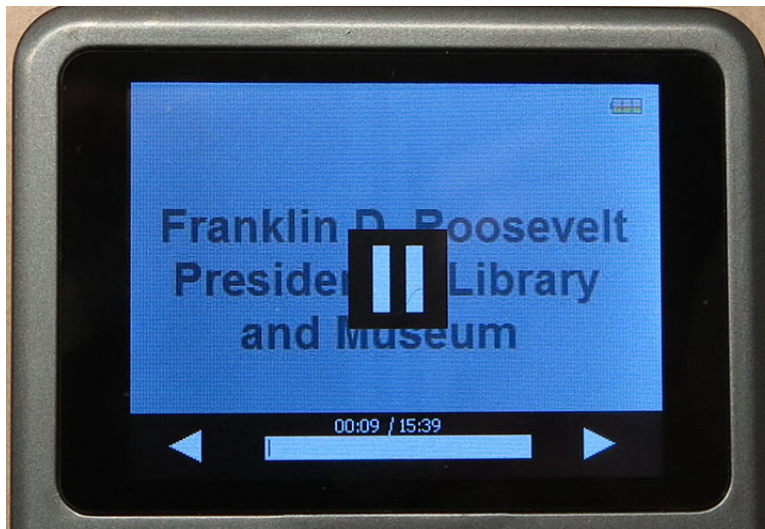
- b) To select Spanish, press the Forward button  to highlight “02 Español – Spanish” and then press  to continue.
- c) If you choose the wrong language, you will have to turn the device off using the main switch, then turn it back on again, and repeat the process.
- 4) The next screen will show a blinking red cursor bar \_ .










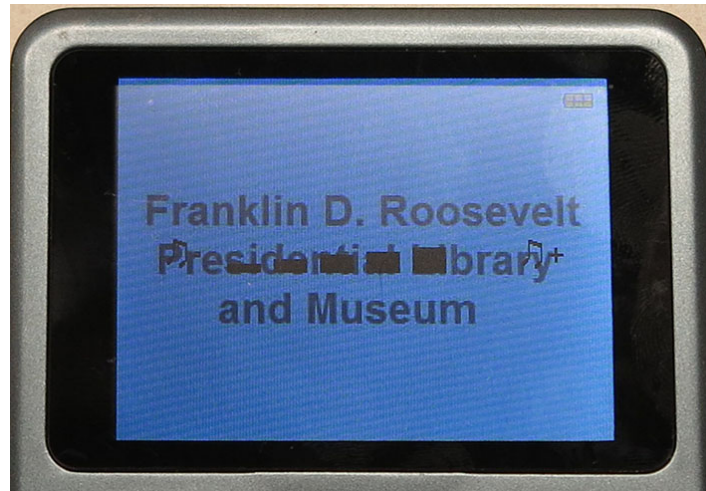
- d) The audio tour begins in the New Deal Store. To begin the tour from this starting point, Press “1” on the keypad followed by .
- e) While it plays the first track, the screen will look like this:



- 5) If you want to pause the audio, press . The screen will look like this while it is paused:



- 6) The screen automatically dims after 30 seconds. Press any key once to activate the device. After that you can proceed to use any button on the device.
- 7) You can rewind a track by pressing the Back/Rewind button  and holding for at least **1 second**, until the desired point in the track is reached.
- 8) You can fast forward a track by pressing the Forward/FF button  and holding for at least **1 second**, until the desired point in the track is reached.
- 9) You can jump back to a previous track by pressing the Back/Rewind button . **Do not hold down on the button.** Press the button as many times as necessary to reach the desired track.
- 10) You can jump forward to a future track by pressing the Forward/FF button . **Do not hold down on the button.** Press the button as many times as necessary to reach the desired track.
- 11) You can jump to a specific track by using the numbered keypad to type the number of the specific track. Then press  to play the track.
- 12) If an invalid number is entered, the screen will display **X** in red for 3 seconds, followed by the blinking red cursor bar **\_**. You can then use the numbered keypad to type the number of the specific track.
- 13) To control the volume, use:
  - a. Volume Down button 
  - b. Volume Up button 
- 14) The play/pause and volume overlay only appear on the screen when the play or volume buttons are pressed. After 2 seconds of idle activity, it disappears again.



15) When the device is playing content, the **BLUE** LED blinks. When it is paused, the **BLUE** LED remains steady.

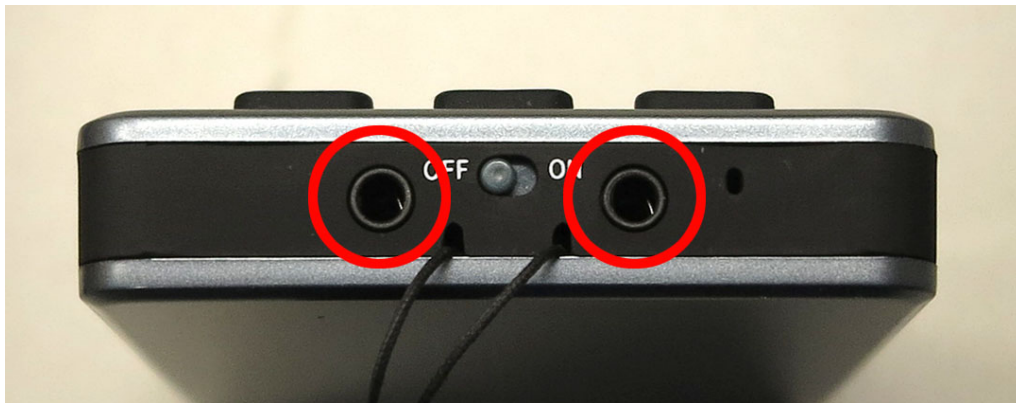


## 16) Headphones

- a. You may use the on-ear headphones that come with the device or your own headphones.



- b. The device has two (2) audio jacks located on the bottom edge. Therefore two users, each with their own set of headphones, can listen to one device at the same time.



## Questions?

Please contact at the Museum's New Deal Store at 845-486-1140.