

ELPA21 Tips and Tricks for Managing Headset Kits

The ELPA21 Headset Kit fits into a standard bankers box (recommend attached lid model), and generally will hold 15 headsets in a single box.

What you will need to build your Headset Kit:

- A standard banker's box (or other box, as available)
- Headsets (we recommend 15 per box, depending on headset size)
 - Headset drivers* for some USB headsets
 - Y connector(s)/ Y splitter(s)**
- Small labels for labeling/numbering headsets
- Plastic bags labeled with headset numbers
- Antibacterial wipes

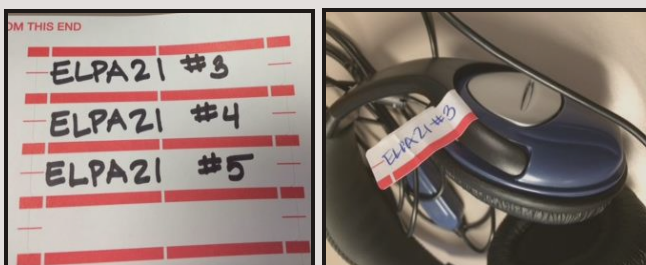
* Headset drivers are not required for all headset models. Include only as needed.

**Y connectors may be needed to enable certain headsets to work multiple types of devices. Prior to purchasing headsets and/or Y connectors, check with your school or district technology coordinator. It is important to know what devices students will use for testing before making these purchases. Y connectors are quite small and some consideration needs to be given to ensuring that they are not lost during usage. See more information about Y connectors below.

Recommendation before you begin: We recommend that you identify a single individual to be responsible for your school's headset kit(s). That individual should keep a running list of who has checked out the kit(s), and when, to ensure that if an item from the kit is lost it can be quickly recovered.

Step 1:

Label each headset with either a permanent marker or small packaging label to indicate its number within the group.



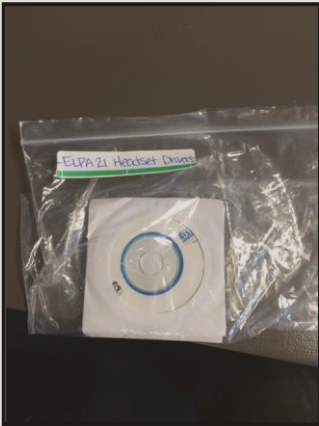
Step 2:

Gently coil the cord of the headset so as to prevent it from tangling. Place each headset in a separate Ziploc bag, and label the bag accordingly.

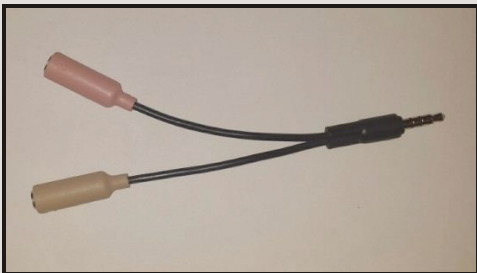


Step 3:

Make sure to include the necessary installation materials for the headsets. Headset drivers are only needed for some models of USB headsets. Include only as needed.



*sample headset driver

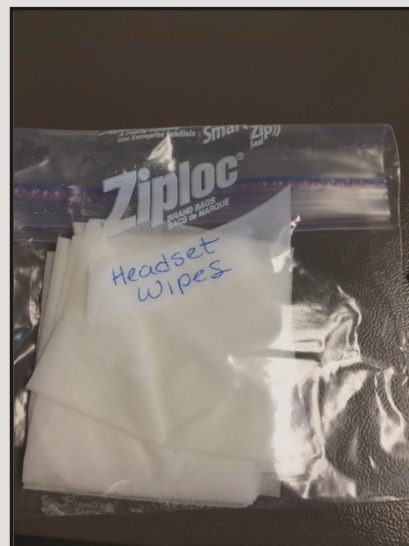
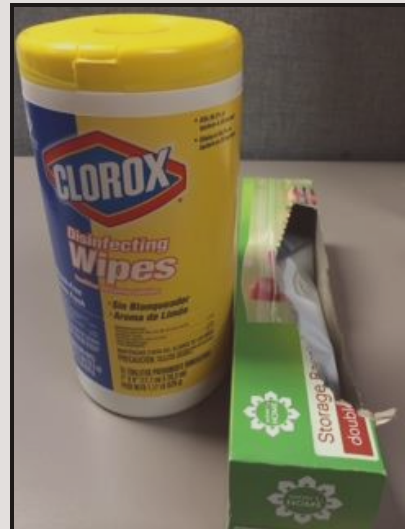


*sample Y connector/splitter

Note: There are many varieties of Y connectors, or Y splitters. For example, the Y connector depicted above is used to convert headsets with two 3.5 mm jacks into a single 3.5 mm jack. This would allow headsets that are compatible with desktops and laptops (headsets that have two separate outputs for audio input and output) to be used with tablet devices.

Step 4:

Include a packet of antibiotic wipes in the box so that users can disinfect the headsets before and after each use.



Step 5:

Neatly package all of the headsets, drivers, additional headset components and wipes in the box.



Step 6: On the inside top cover, label the box with the headset kit number, list what's inside the box, and include key instructions.



Step 7:

Be sure to label the box in numerous places.

