

A Step-by-Step Outline for Ordering an FM System

- Determine which system is recommended by the audiologist.
- Check for other FM systems in the school system. Look at four grades on either side of this student. FM systems are used for ADD and other reasons. EXACTLY what frequencies are these other students using? Make sure you are as far away as possible from frequencies already in use. Be aware that a given frequency "number" may mean different things for different manufacturers. Please call ATECH: Vision and Hearing Services at (603) 226-2900 if you have questions.
- Order the system directly from the manufacturer. Ask for educational pricing. Make sure that the charger and rechargeable batteries are included. Order an extra lapel microphone if this system uses one.
- Depending on the type of system, you will need to follow one of these three procedures:
 1. Walkman style FM systems/Edulink: These low-gain units with a headset or a desktop speaker, as well as the Edulink, need no audiological appointment. Soundfield systems also do not need an audiological appointment, although a buildings person may be needed to help mount speakers and run wires.
 2. Stand-alone BTEs (e.g. Select 2-40/1-40, Sprite) need two appointments with the audiologist (10-14 days apart) for making earmolds and calibration of the equipment:
 - Contact the student's audiologist to ask the cost of calibrations, earmolds, and a fitting fee;
 - Send a PO to the child's audiologist;
 - Ask the parent to make an earmold impression appointment with the audiologist;
 - Make arrangements to deliver the FM system to the audiologist once it is received (the parent can bring it to the appointment or you can deliver or mail it);
 - Ask the parent to make a second appointment to pick up and check the fit of the earmolds;
 - Make arrangements for the parent to bring the calibrated FM system back to school after the second appointment.
 3. Boot Systems (e.g. Microlink, Lexis) need an appointment with the audiologist and may need retrofitting or modifications to the child's hearing aids:
 - Contact the student's audiologist and ask if retrofitting or modifying the aid is needed (are the aids still under warranty?), and ask the cost of the retrofit and the fitting fee;
 - Send a PO to the audiologist;
 - If needed, ask the parent to make the arrangements for retrofitting the aids (they will need to be sent out);

- Once the FM system arrives, ask the parent to make an appointment with the audiologist to modify the hearing aids, check the system and check the compatibility with the hearing aids;
 - Make arrangements to deliver the FM system to the audiologist before the appointment (the parent can bring it along or you can deliver or mail it);
 - Make arrangements for the parent to bring the FM system, along with the retrofit and/or modified hearing aid, back to school.
- Once you know the approximate date that the system will be completely ready, you may contact ATECH: Vision and Hearing Services at (603) 226-2900 to schedule an appointment for our staff to come to the school and provide training and consultation to the school personnel, the child (and his/her parents if appropriate), and the child's peers. Training and consultative services are available on a fee-for-service basis. The more comfortable and knowledgeable everyone is with this equipment and the other accommodations and modifications, the more successful your deaf or hard of hearing student will be.