

Using the Parish Hall Audio System (version 4, May 2024)

- The system is located in the Back Room of the hall
- The 4 speakers are high up on the side walls of Main Hall - 2 per side
- The equipment cabinet contains the PA AMPLIFIER, the CD player, the HEARING-LOOP system.
- On top of the cabinet and connected to the wiring inside are the 3 radio receivers/ariels for the 3 wireless microphones, and the BLUETOOTH RECEIVER
- A plastic box on top of the cabinet holds 3 radio mics, the battery charger base with 3 batteries for those mics, the connection cable for connecting the user's own equipment to the system, and a radio receiver with earphones to test the operation of the Hearing Loop system.
- The hearing-loop system switches on automatically when the whole system is powered on.

1) Switching on the system — in 2 places, both needed:

1) 13A POWER SOCKET, IN THE BACK ROOM

The whole system is powered from a 13 amp socket located in the back storage room.

The equipment rack is on the floor



2) MAIN ON-OFF SWITCH AND VOLUME CONTROL, IN THE MAIN HALL, ON THE STAGE BACK WALL

Just next to the LHS stage steps ...
... probably hidden behind the grey curtain

Check that the master volume control (A) is set to #7

Turn switch (B) to ON - a red light should show



2) It should not be necessary to adjust anything in the equipment rack

The CD player may need to be switched on as it is rarely used

The controls on the PA amplifier will be set at their "normal levels" and should not need to be adjusted for most users:

- Mic 1 - earpiece mic - set to 5/10
- Mic 2 & 3 - handheld mics - set to 6/10
- L-Bluetooth-R set to 10/10
- Line Input 1 - set to 7/10
- CD player - set to 5/10
- Master (volume) - set to 7/10
- Bass - set to 6/10
- Treble - set to 4/10

The Hearing Loop system is at the bottom of the rack and should NEVER be adjusted by any user



3) The input controls on the PA amplifier are labelled in red

The controls on the PA amplifier are clearly labelled in red, indicating the volume levels for the devices that may be connected. The Aux3 and Aux5 inputs are not used at this stage



4) The microphones - general points to note

Four radio microphones are provided and can be operated separately or together (3 maximum at any one time).

The hall provides 3 rechargeable PP3 battery and a mains charger base where the batteries should be stored when not in use. It is the responsibility of hirers to charge up the batteries prior to use (or provide their own PP3 batteries)

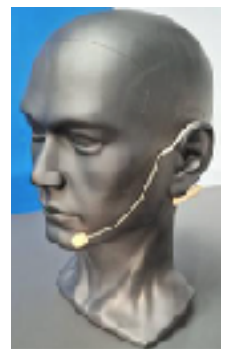
When the batteries are inserted and they are switched on, the volume from each should be adequate for normal use providing that the levels on the main switch and the main PA amplifier are set to their “normal levels” - see above section. If different volumes are needed, they can be adjusted on the main PA amplifier but beware of feedback if they are turned too high

5) Two High quality lightweight microphones - One over-ear “boom-style” and one “lapel-clip-style”

These two are better quality than the hand-held ones and are especially recommended for events where there is a guest speaker or presenter.

They share the same battery pack and amplifier channel and hence only one of these 2 can be used at any time.

The best one of all is the lightweight boom-style microphone which clips over the user's ear as in the picture. This is the type used by actor/singers in musical theatre and similar productions. Try to make sure the microphone tip is close to the user's mouth (3 or 4 inches away is fine). nb. It is not necessary for the user to be bald to use the boom mic.



The other one is a lapel-clip-mounted one and is in a similar yellow colour with a similar yellow lead. This is similar to ones you will see used on the telly by newsreaders and interviewers etc

Either of these two (but not both!) should be connected to the battery pack/transmitter box via the short yellow cable. The box can then either sit in the users pocket or be clipped onto a discreet part of the user's body.



The battery is installed by sliding the cover of the battery/ electronics box open and clicking the battery into position. nb. The battery terminals are a bit loose so a bit of fiddling is needed to get it all to fit. Then press the power button on the front of the box and test the microphone.

After use, please remove the batteries from the box and replace them in the charger base.

6) Two hand-held radio microphones

Batteries are inserted into the hand-held microphones as shown right. To open the microphones twist the sleeve in the direction of the arrow shown and pull apart the body of the microphone. Reverse the procedure to close.



Microphones may be switched on or off using a switch on the base of the case. There is also an LED light on the base showing if the microphone is 'live' but this only works on one of them microphones.

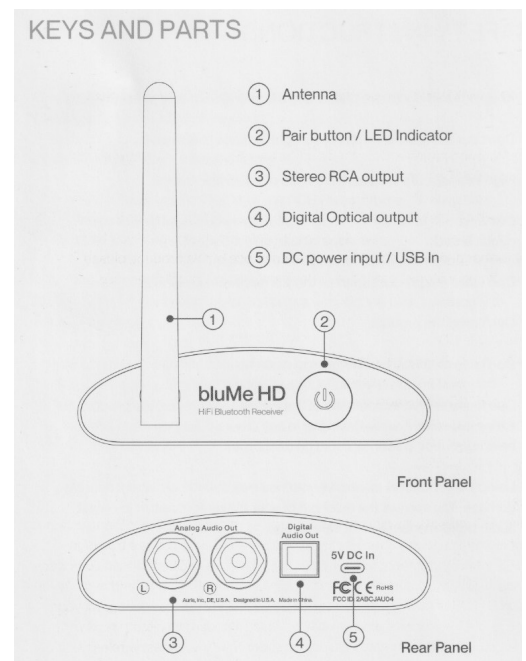
After use, please remove the batteries from the mics and replace them in the charger base.

7) Line input from the Bluetooth Receiver

The bluMe HD receiver allows the transmission of audio signals from the user's smart phone, tablet or Laptop into the Hall's audio system. It is a high quality receiver with long range 100ft reception which should allow it to receive the signal from anywhere in the hall

The bluetooth receiver is powered up with the whole system and automatically starts looking for user devices that it has previously paired with, and showing a flashing blue light. If your device has previously been paired then it will now connect automatically and the blue light will go constant and it will play your music immediately through the PA system.

If your user device has NOT been previously paired then you will need to do the pairing. If the blue light is flashing on the receiver then it is looking for new devices. Go to your device, make sure bluetooth is switched on, and look for bluMe HD in your list of devices. Select the item bluMe HD and the pairing should now start to happen.



If your device fails to connect then it may be the case that the device of another person in the building has already connected. In that case, ask them to disconnect their device from bluetooth, then power the bluMeHD off by pressing its on-off button for 2 seconds. Then power it back on by pressing the on-off button and holding it for 10 seconds which forces a device reset. Then it should be in pairing/flashing mode and you should be able to pair your device as above.

8) Line input from PC, ipad, or phone

You may need to use the adapter lead which is provided in the plastic box.

This is a “Stereo 3.5mm jack <-> Twin mono 6.5mm Jack” lead.

The “Stereo 3.5 mm Jack” end of the cable fits into most devices such as PCs, phones, iPads etc. The “Twin mono 6.5mm Jack” end of the cable plugs into the two sockets marked “LINE INPUT 1” which are in MAIN HALL, just to the left of the kitchen door.

If you want to adjust the volume of this input, go to the amplifier in the back room and adjust the volume control marked LINE INPUT 1



9) Using the CD player

If you are old enough to still have CDs, you should be grown up enough to know how a CD player works. Just remember to switch it on, and if the volume isn't right then adjust it using the control on the PA amplifier.



FINALLY, When you have finished using the system , PLEASE

- 1. Ensure that everything is switched off — at the 13A socket in the back room, and at the master switch at the rear of the stage.**
- 2. Remove any batteries from the 3 microphones and replace them in the “charging base”.**
- 3. If you have time, please plug this charger base in for a while in order to make sure the batteries are charged ready for the next user.**
- 4. Replace the microphones and the battery charger in the plastic box.**
- 5. Remove any extra leads or equipment you have connected to the hall's system**

If you have any questions about the hall's audio system then you may contact Mike Howarth on mikehowarth41@btinternet.com