



INSTRUCTION SHEET A

USE OF MICROPHONES

Please follow the instructions below to use the equipment correctly.

Do not press or adjust switches unless instructed to do so otherwise the equipment may not function as expected. You should carry spare AA batteries in case they run out during your event.

Please note warnings in **red**.



The use of microphones improves the quality of hearing for those with appropriate hearing aids as they will benefit from the induction loop system installed in Hurford Hall. To avoid unwanted noise ensure that microphones are not in contact with jewellery or buttons etc. on clothing.

Please encourage those speaking to use a microphone and in the correct way as described in this sheet.

Turn on the system

1. Switch on the (marked) **AV Master** Switch below the rack in the equipment room / chair store at the rear of the hall. You may need to move the chair stacks to reach this switch.



Open Safe

2. Microphone equipment is kept in the wall safe located below the equipment rack. You will be provided with the 5 digit code to open the safe if you have requested the use of our microphones when making your booking. Enter the required code followed by the # symbol on the keypad then turn the knob clockwise to open.



Select preferred speaker microphone to use

3. If using the clip-on microphone remove the mic and transmitter unit from the wall safe in the equipment room. The **Lapel mic** should be clipped approximately a hand span below lip level.



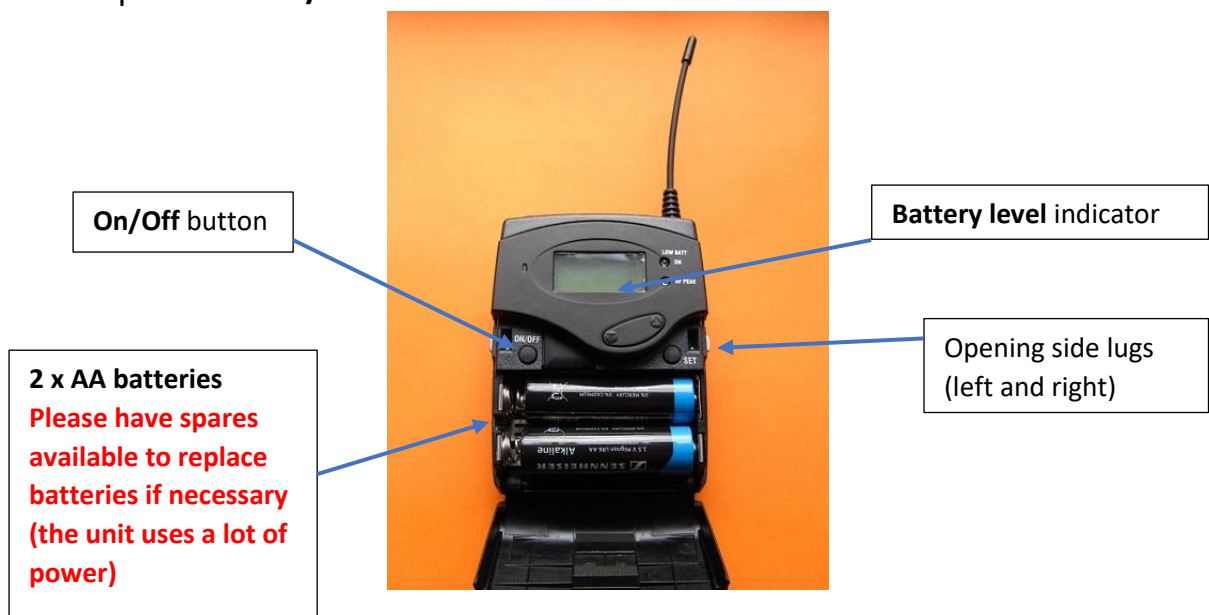
Connect the microphone to the transmitter unit

4. Plug the audio lead of the mic into the **mic line** input of the transmitter unit.



Switch on the transmitter unit

5. Open the transmitter unit by squeezing the two side lugs together then hinge downwards, opening up the battery compartment as shown below then press the **on/off** button.



6. If the unit is on the 'mute' setting, on the top edge, turn mute OFF. Turn Mute ON if you wish to stop the sound being picked up.

Adjust Volume

- Adjust the volume using the switch inside the white corner cupboard at the rear of Hurford Hall. The centre knob at the top must be turned to B and the volume is adjusted by turning the right-hand knob to the desired level.



Mic volume control knob.

(The centre and left controls are for non-microphone input sources – please ignore)

Do not touch the Local Audio Controls at the bottom. If power is lit in this zone press the POWER button to turn it off.

Using the handheld microphone

- Switch on by pressing and holding the red button on the end of the mic until the display panel lights up.



- When the microphone is not in use it is best to mute it by switching it **OFF**. Press and hold for the end red on/off button for 2-3 seconds until the word **OFF** appears in the display. Switch ON again to use.

10. *Hold the microphone just below lip level or preferably rest it on your chin when speaking so that your voice is amplified even when turning your head from side to side.*



Changing the handheld mic batteries

11. Change the battery by unscrewing the bottom section of the microphone as shown below. Replace used batteries with 2 x AA batteries.



Closing Down (before putting chairs back into the store)

12. Ensure the microphone / unit is turned off (see **Paras 5 and/or 9**)
13. Return all equipment used to the wall safe in the equipment room and lock the safe by turning the knob to the vertical direction and shutting the door.
14. Turn off the **AV Master switch** below the rack in the equipment room (see **Para 1**).

The microphones are very expensive so please look after them carefully. Any loss or damage must be paid for by the hirer.