

Auditorium Microphone Setup Guide

Step 1: Turn On the Audio Mixer

1. Locate the audio mixer in the sound cabinet or control booth.
2. Press the **Power** button to turn on the mixer. It is labeled #1
3. It will take close to a minute to fully boot up.

Step 2: Turn On the Amplifier

1. Locate the amplifier under the mixer.
2. Press the **Gray** button on the left labeled #2.
3. The amplifiers below the box will turn on one by one.

Step 3: Turn On the Microphone When Ready to Use

1. Locate the microphone.
2. Slide the power switch to **ON**.
3. If using a wireless microphone, confirm the battery is charged and the receiver shows a signal.
4. Speak into the microphone and verify sound is coming through the auditorium speakers.

 Leave the microphone off until you are ready to begin speaking to preserve battery life and prevent unwanted audio.

Shutting Down After the Event

1. Turn Off the Microphone

- Switch the microphone to **OFF**.

2. Turn Off the Amplifier

- Press the amplifier power button labeled #2.

3. Turn Off the Audio Mixer

- Press and hold the mixer power button until it turns off.