PA SYSTEM/WIRELESS/LAPEL MICROPHONE INSTRUCTIONS

List of equipment components:

- Microphone [1]
- XLR mic cable [2]
- Power cable XLR to 1/4" [3]
- 2 Speaker cables [4a, 4b]
- 2 Speakers [5a, 5b]
- Mixer [6]
- Dual RCA cable [7]





How to use microphone with PA system:

Setting up the mixer:

- 1. Remove the mixer from the speaker and set it on a flat surface.
- 2. <u>Turn volume DOWN to prevent blowing out the speakers.</u>
- 3. Connect cables (See diagram below).
 - a. **PA3 cable**: connects to the power source
 - b. **PA4a and PA4b cables**: connect to each of the two speakers

Setting up the microphone:

- 1. Connect the **PA2 cable** to the microphone. One end is connected to the mixer, and the other end is connected to the microphone.
- 2. Turn the power button ON and adjust volume as necessary.
 - a. The master volume controls are near the bottom right corner of the mixer.
 - b. The volume for each microphone can also be adjusted. Remember to check that the volume you are adjusting is for the correct microphone channel.

After use:

- 1. Please wrap up the cords and place them in the bag. Please put away the microphone and carefully place the mixer back into the speaker.
- 2. Please ensure all required pieces are returned.

How to use PA system for sound only (digital playback):

Setting up the mixer:

- 1. Remove the mixer from the speaker and set it on a flat surface.
- 2. <u>Turn volume DOWN to prevent blowing out the speakers.</u>
- 3. Connect cables (See diagram below).
 - a. **PA3 cable**: connects to the power source
 - b. PA4a and PA4b cables: connect to each of the two speakers

Setting up the device:

- 1. Use the **PA7 cable** to connect your device to the mixer.
 - a. The white and red ends of the cable go into their respective holes on the mixer.
 - b. The black end of the cable connects to your device.
- 2. There may also be a **USB port** on the mixer.
 - a. Note: Digital playback using the USB port is only supported for iPod and iPhone devices.
- 3. Turn the power button ON and adjust volume as necessary.
 - a. The master volume controls are near the bottom right corner of the mixer.
 - b. The volume for each channel can also be adjusted. Remember to check that the volume you are adjusting is for the correct channel.

How to use microphone and have sound with PA system:

Setting up the mixer:

- 1. Remove the mixer from the speaker and set it on a flat surface.
- 2. Turn volume DOWN to prevent blowing out the speakers.
- 3. Connect cables (See diagram below).
 - a. **PA3 cable**: connects to the power source
 - b. **PA4a and PA4b cables**: connect to each of the two speakers

Setting up the microphone:

- 1. Connect the **PA2 cable** to the microphone. One end is connected to the mixer, and the other end is connected to the microphone.
- 2. Turn the power button ON and adjust volume as necessary.
 - a. The master volume controls are near the bottom right corner of the mixer.
 - b. The volume for each microphone can also be adjusted. Remember to check that the volume you are adjusting is for the correct microphone channel.

Setting up the device:

- 1. Use the **PA7 cable** to connect your device to the mixer.
 - a. The white and red ends of the cable go into their respective holes on the mixer.
 - b. The black end of the cable connects to your device.
- 2. There may also be a **USB port** on the mixer.
 - a. Note: Digital playback using the USB port is only supported for iPod and iPhone devices.
- 3. Turn the power button ON and adjust volume as necessary.
 - a. The master volume controls are near the bottom right corner of the mixer.
 - b. The volume for each channel can also be adjusted. Remember to check that the volume you are adjusting is for the correct channel.

After use:

- 1. Please wrap up the cords and place them in the bag. Please put away the microphone and carefully place the mixer back into the speaker.
- 2. Please ensure all required pieces are returned.

How to use the wireless microphone or lapel microphone:

Setting up the mixer:

- 1. Remove the mixer from the speaker and set it on a flat surface.
- 2. <u>Turn volume DOWN to prevent blowing out the speakers.</u>
- 3. Connect cables (See diagram below).
 - a. **PA3 cable**: connects to the power source
 - b. PA4a and PA4b cables: connect to each of the two speakers

Setting up the receiver:

1. Plug one end of the 3'M-FXLR cable to a mixer, and plug the other end into the receiver where labeled as "AF OUT BALANCED."



2. Plug the receiver into the power source. Plug one end of the cable into "12 – 18V DC 500mA."

- 3. Turn the power ON by pressing the power button.
- 4. If you do not have speakers to test the mic with, check whether the volume bar moves when you speak into the mic.
- 5. Choose either one of the wireless mic or the lapel mic to use. The wireless mic and the lapel CANNOT be used together.



Setting up the wireless microphone:

- 1. To turn the microphone ON, press power button located at the bottom of the microphone for a couple of seconds.
- 2. Ensure there is enough battery power.
- 3. Double check that the frequencies of the receiver and the microphone match.
- 4. To mute the microphone, press the power button once. This changes the light to red. Press the power button once again to unmute. This will change the light back to green.
- 5. Ensure that the mic is turned OFF before putting it away.

Setting up the lapel microphone:

- 1. If the mic shield is not on, put the microphone shield on the lapel mic attached to one end of the lapel cord.
- 2. Connect the other end of the lapel cord to the lapel transmitter.
- 3. Use the lapel clip as necessary.
- 4. Turn the microphone ON by pressing the power button.
- 5. Double check that the frequencies of the receiver and the microphone match.
- 6. Ensure that the mic is turned OFF before putting it away.

If the frequencies on the mic and the receiver do NOT match:

- 1. Press the "SET" button on the receiver twice until you see "EDIT" at the top of the display.
- 2. Use the arrow keys to match the first three digits of the frequency with the microphone.
- 3. Press "SET" once and use the arrow keys to match the last three digits of the frequencies.
- 4. Lastly, press "SET" to escape.

If the frequency of the receiver and the microphone will not match (i.e. receiver is stuck in 600's and mic is stuck in 500's), this is likely due to mismatching mic and receiver set. Check whether they belong in the same set.

After use:

- 1. Please wrap up the cords and place them in the bag. Please put away the microphone and carefully place the mixer back into the speaker.
- 2. Please ensure all required pieces are returned.

