

Note: The Mic level controls are only for the benefit of the hearing audience – those with hearing aids receive a separate constant level to the “hearing loop” (induction loop), as does the lecture recording system (Panopto).

NB: A noticeable hissing sound can sometimes be heard – this is not the audio system, it is the room’s air system and is most noticeable ¾ of the way up the steps towards the back, coming from below.

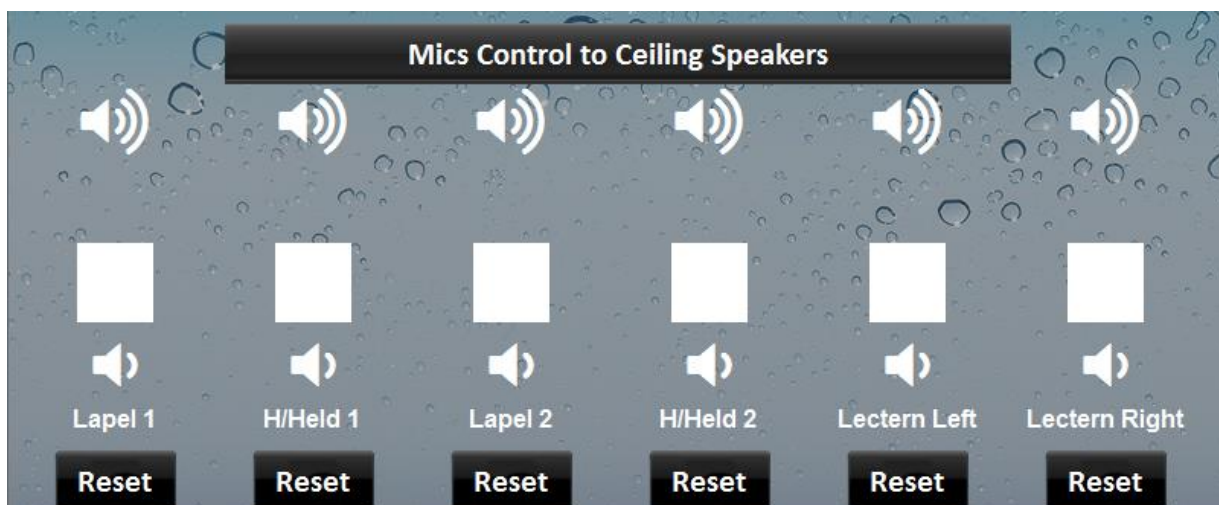
DO NOT bend the lectern mics or tamper with them as you will impair hearing aid users.

Mic Users – when speaking into the mics your voice will be heard through the ceiling speakers and NOT through the black wall-mounted speakers.

TIP: When adjusting the volume levels for the microphones please be aware that you should do this with a listener at the rear of the room who can tell you that your voice is being heard ok. Do not adjust the levels based on what you at the lectern are hearing because the audience at the front hear your natural voice anyway and so for this reason the ceiling speakers (that deliver the microphone audio) are not sited near the front of the room.



Press  to access the **Mics Control** screen:




Microphone Levels

Press  to lower and  to raise the level of a microphone.

To return to default level settings press the relevant **Reset** button below the mic level.

Mute ALL Microphones

All the microphones can be muted by pressing the  button. When this is red, all microphones are muted for the audience.

WIRELESS MICROPHONES

A set of wireless microphones is loanable on your library card from the SIZ desk in the Learning Resource Centre.

Contents:

2 x Lapel Microphones

1 x Handheld Microphone



The wireless mics should work fine at the default levels but should you wish to raise\lower the microphone levels, follow the instructions overleaf for Lectern Microphones but use the appropriate “H\Held” (handheld) or “Lapel” level.

- 1) Switch the Handheld mic on by pressing and holding the **red** button at the bottom of the mic until the display lights up. Switch off in the same way.



Red ‘Power’
button

- 2) Switch the Lapel mics on by pressing and holding the on/off button beneath the front flip cover until the display lights up – to open the cover press both sides of the cover with thumb and finger and pull up.

ON/ OFF
button



There is a ‘mute’
button at the top
of the mic. Please
make sure this is
not switched off if
mic doesn’t work.

**Please do not alter any settings on the microphones themselves
– this may stop them working.**

**Please only use either Set 1 or Set 2 ‘lapel’ microphones
in the theatre at any one time. Use of both sets will result in feedback and the system will not work.**