

Audio Visual Setup for Tergar Madison

Tuesday night and general how-to set up the sound system

SPEAKERS

- 1) Turn on the power strip on the brick wall behind the A/V table in meditation room.

This powers the mixing board (and wireless microphone receivers), which should be powered up before the speakers.

- 2) Turn on the speakers on each side of the stage.
 - a. For each speaker, first turn on the power strip to which the speaker is plugged in.
 - b. Second, turn on each speaker using the rocker switch at the lower rear corner around the left side, near the blue cable.

[Speakers should always be turned on last and off first to avoid a) damaging the speakers, and b) that annoying loud pop that can occur.]



- 3) Turn on the satellite speaker in the lounge

(It is on a side table in the corner of the lounge area).

This speaker also has an on/off rocker switch on the back.



MICROPHONES and RECEIVING UNITS

There are four microphones: two wireless headsets units and two wireless hand held units.

Each microphone and receiving unit is labeled wireless A1–A4. The labels refer to the “Group” (A) and “Channel” (1-4) they are tuned to.

When the receiving units are powered on (turning on the power strip does this), the group and channel settings are displayed. When their partnered microphone is turned on, the ready light turns on, and when someone is speaking, the audio light turns on.



The group and channel settings should not be altered unless necessary for troubleshooting (see below).

MIXING BOARD

The mixing board will also come on when you turn on the power strip. The mixing board will have the slide controls turned all the way down.

- 1) Move the grey sliders for the microphones up to the 0 position on the board.
- 2) Move the red sliders for the master volume to about one line below 10 on the mixing board.



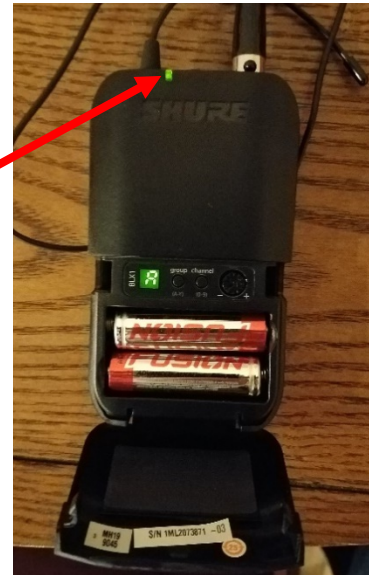
TEST the MICROPHONES

Once the speakers and sound system are powered on and the initial mixing board levels are set, test the wireless microphones to make sure they are working.

- 1) Turn on the headsets by moving the slide switch on the top of the mic transmitter to the on position.
- 2) Turn on the hand-held mics by pressing the round power button on the hand-held microphone.
- 3) **Speak into each microphone** and you should hear your voice come through the speakers — make sure all four speakers are working.
If you don't hear your voice, first make sure all the equipment is on, then see troubleshooting below.

**When the room is empty, the system will sound louder, but as the room fills up you will need more volume. It is best to err on having the volume a bit louder, as some folks have difficulty hearing. You may also need to make adjustments once the session starts.*

- 4) If necessary, **adjust the volume** when the teacher begins speaking. ***Use the grey microphone sliders** to adjust the volume, not the red master volume sliders.
- 5) **Do not adjust the volume for hand-held mics** — set them at the beginning and leave them alone, since everyone holds the microphone differently.
(The closer they hold the mic, the louder it will be, and if you attempt to adjust the volume for each speaker, you will be constantly visiting the mixing board).
- 6) However, if the volume needs adjustment, use your judgement and don't be frustrated if tweaking is needed; controlling the audio is more art than science.



TEST the BATTERIES

- 1) Test the batteries in the wireless microphones — both the headsets and the hand-held mics — before the start of the session.

Use the battery tester for this (in the cabinet or on audio table).

**All units use AA batteries.*



- a) If the needle of the battery tester is in the green, the batteries are OK.
- b) If the needle is in the yellow or red, replace the batteries.

- 2) Spare batteries are in a plastic case labeled “NEW” on the A/V table.
Old batteries should be placed in the “USED” plastic case to be recycled.
[There are usually more batteries in the refrigerator.]
- 3) Monitor the LED power indicators on the wireless microphones during the event or activity to the best of your ability.
 - a) On the headset mics, the LED indicator is the tiny light on the top of the transmitter unit near the power switch and antenna - not on the headset itself.
[This may not be visible at all times.]
 - b) On hand-held mics, the LED indicator is the tiny light by the power button.
 - Green indicates that the device is on and has good batteries.
 - Orange indicates the batteries are failing and should be replaced soon.
 - Red indicates the batteries need to be replaced immediately.

**Do not hesitate to approach the A/V area or speaker to replace the batteries in a mic; use your judgment. If the indicator is red you must replace them.*

- 4) For events lasting more than three hours, or for events where there is a special guest, start with fresh batteries in all devices that will be used.