HUU Sound System Components

Each facilitator can choose which combination of equipment they are comfortable using.

NOTE - There is a DO NOT TOUCH sign on the sound board as the techs have set the controls appropriately. Any adjustments are to be made on the individual components NOT on the sound board. Look at the photo included here to check adjustments and return them to the proper settings if they have been altered.

We have a podium mic and a lapel mic for facilitators/guest ministers/speakers to use, and a wireless handset for community dialog so that questions and comments can be heard. The CD player is connected to our sound board for high quality amplified music when guest ministers/speakers use it.

One nuance is that the podium mic cannot be turned on while the lapel mic is on. This is not the fault of the equipment installed but a limitation due to the capacity of our system. The simplest way to address this is to have the facilitator turn on the podium mic before Sunday service for either the facilitator or guest speaker to use.

If the guest speaker is using the lapel mic:

• when it is time for the speaker to come to the podium the facilitator turns off the podium mic (switch under podium) and the speaker turns on the lapel mic (on mic *not* at control board).

If the facilitator is using the lapel mic:

 when it is time for the speaker to come to the podium the facilitator turns off the podium mic (switch under podium not at control board) and turns on the lapel mic (on mic not at control board).

With either scenario:

• the wireless handset is available for the facilitator to take to the audience during community dialog. Turn on and off on switches on handset (*not* at control board).

Important Instructions

- ~Always do a sound check with speaker before Sunday service *allow ample time*.
- ~Lapel box and wireless handset box clearly labeled
 - Turn 'on' switch on lapel box before turning on lapel mic
 - Turn 'off' switch on lapel box after turning off lapel mic
- ~Do not turn off the surge protector must always remain on
- ~Do not change channels on the control box
- ~Do not adjust lapel mic, wireless handset or CD player on the control board. Adjustments should be made on the equipment
- ~Lapel mic and wireless handset can be used simultaneously
- ~Lapel mic and handheld mic have mute switch
- ~Return equipment to storage box after use and place in office closet on shelf to the right of the door
- ~Lapel mic and wireless handset each require 2 rechargeable lithium ion AA batteries. Need to replace every 2-3 months (estimate using 2 ½ bars continuous use)

Lapel mic:

Turn on and off using button (not at control board)

Placement will vary depending on speaker's voice

Move lapel placement before adjusting volume

Turn podium mic off when using lapel mic

Wireless handset:

Turn on and off using button (not at control board)

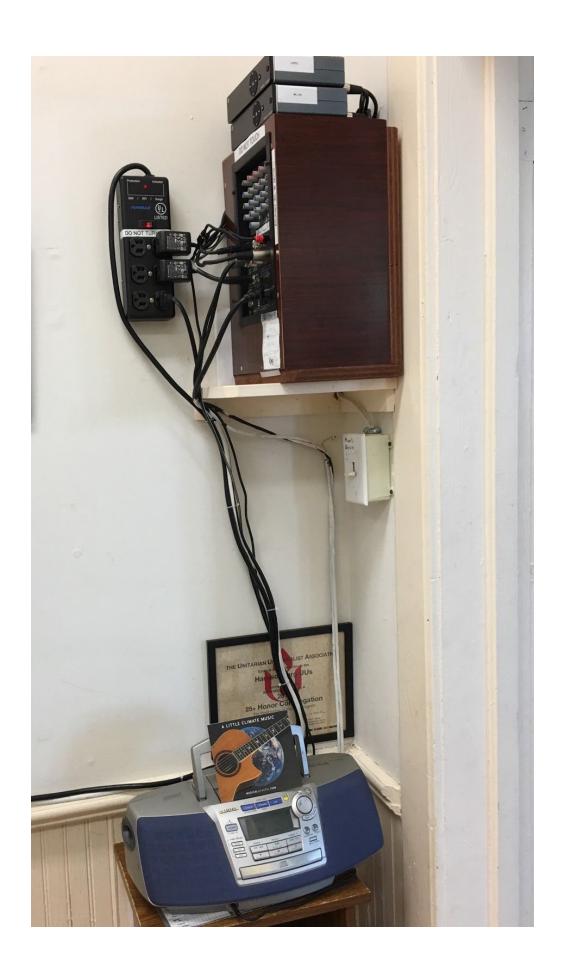
To adjust volume, unscrew bottom. -10 for low voices (not at control board)

Keep muted when passing

To use CD player:

Plug in black cable to use

Adjust volume on player (not at control board)





DO NOT TOUCH





