

Instructions for Connecting Microphones

Two microphones may be used simultaneously

Connecting the Podium Microphone

1. Use a microphone cord – either located in the open space under the podium or in the equipment cabinet.
2. Connect one end of the cord to the jack in the bottom right corner of the podium and the other into either of the wall jacks (Mic 1 or Mic 2).

Connecting the Wireless Lavalier

1. Plug the power cord into the A/C jack on the back of the Receiver; then plug into the electrical outlet on the wall.
2. Plug the microphone cord into the mic jack on the back of the Receiver; then plug the other end into one of the mic jacks on the wall.
3. Turn it on (on the front).
4. Turn on the Lavalier by pressing and holding the single top button on the front; press once to mute; press once to unmute; press and hold to turn off. The code will match the code to the Receiver.
5. There is a volume control on the back of the Receiver.
6. A volume control is on the wall by the light switch – a silver plate with a black knob.
7. To replace the batteries, unlock the side slide bar; squeeze the two arrows together; the door will open; replace batteries; shut the door; slide the lock into place.

Extra batteries are kept in the tray with the Wireless Lavalier. If you use the last battery, please notify the GHF Office.

Connecting the Wireless Handheld (in the original box) [Table top stand available]

1. Follow Steps 1-3 above for connecting the Lavalier – turn on the handheld by pressing and holding the button on the bottom of the microphone. The code on the microphone will match the code on the Receiver.
2. To mute, press once. Unmute, press once. To turn off, press and hold.
3. To change the batteries, unscrew the top and pull out; change out batteries; line up and push bottom back onto the top; tighten.

Connecting the Handheld Microphone (corded) [Floor stand available]

1. Use a microphone cord located in the equipment cabinet (Miscellaneous Tray).
2. Connect one end of the cord to the jack in the bottom of the microphone and plug the other end into either of the wall jacks (Mic 1 or Mic 2).