

Mary Washington ElderStudy

Microphone Instructions

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Getting Help

UMW Audio Visual Technician **Tom Mountcase** has been assigned to help us with audiovisual equipment issues. His phone number is **286-8015**. The AV help desk is **654-1199**. For computer issues, call the UMW Computer Help Desk at (540) 654-2255. If you are not sure who to call, call everybody. Tom's email is **rmountca@umw.edu**.

Note that this microphone system was purchased by and is the property of Mary Washington ElderStudy, not the University of Mary Washington. There is no agreement in force for UMW to use this system for non-ElderStudy events.

The ElderStudy microphone is kept in the black filing cabinet in the small room at the right front corner of the classroom. The cabinet is not locked.



This room is normally kept locked, but is usually opened by the lobby security attendant when she unlocks the classroom. Get the attendant to unlock the room if necessary.

After a session in which the microphone is used, it must be replaced back in the filing cabinet and the room must be locked (the door will lock when you close it).

The microphone may be in any drawer of the black filing cabinet. The illustration shows it in the bottom drawer.

The microphone, along with the PowerPoint clicker/pointer, is in a large plastic box, with spare batteries and some alcohol swabs to wipe off the microphone's headgear.





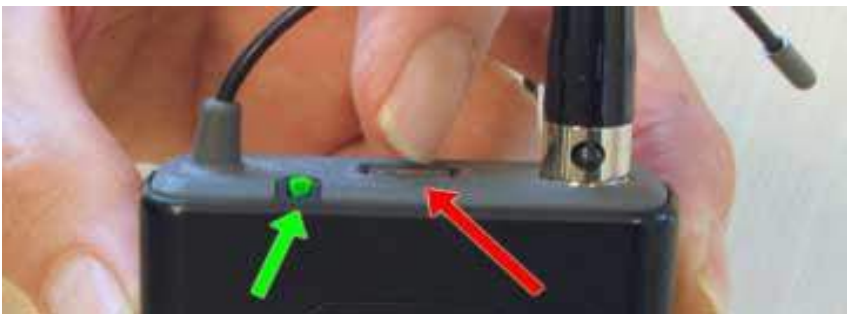
The microphone set consists of the microphone itself, attached to a flexible stem which connects to the wire headgear, then to a cable to the transmitter/battery box and antenna.

IMPORTANT — Always make sure that the microphone is turned off after being used. It does NOT turn itself off automatically. The batteries will drain completely if it is not turned off!

Do **NOT** press the button on the front of the transmitter labeled **Select SLX1**. (This button is currently covered up with a paper label.)

To turn the microphone on, press the small pushbutton on the top of the microphone. **Hold** the button down until you see a small green light (see enlargement below).

To turn the microphone off, hold the pushbutton until the light goes completely off.





On the front of the transmitter is a small display which shows the state of the batteries. When it shows three bars, they MAY BE okay. Otherwise, you should replace the batteries.

Also displayed are the radio group number and channel number. These should both be **1**. If not, somebody has pressed the **Select SLX1**

button and changed the settings; the microphone will not work.

The next two things to check are inside the podium and at the right of the podium, on the audio controller.

On the audio controller, the power toggle switch at the bottom right must be turned on.

Remember to turn it off after the lecture. If you forget to turn it off, we were told, an electrical storm could fry it.



The illustration to the left shows where the power toggle switch is located, at the bottom right of the **Fender** audio controller.

Do not change any of the volume control knobs.

Inside the podium door, near the bottom, is an electronics panel labeled **SHURE**. This is the receiver for the microphone. If the display near the left is not lit, then the power is off.



Finally, we need to fit the microphone to the presenter. Explain to them how it should properly fit, because they may take it off and put it back on.

You may want to clean the wire headgear with an alcohol swab before fitting the microphone.

The microphone itself must be on the **RIGHT** side of the user's face. The wire headgear has two semicircular arcs which fit over the user's ears. These must be snug over the ears.



Note in the illustration to the left how the back of the headgear is low on the head, the microphone is on the right side, and the arcs are snug over the ears.

The microphone's active element must not be too close to the user's mouth, or else there will be unpleasant popping sounds. Note that the stem of the microphone, which connects the active element to the headgear, is flexible and can be freely bent. The illustration to the right shows the minimum distance that the microphone should be away from the mouth. Even more distance might be better. Have the presenter do a test before the session.



In the illustration to the left, the microphone is definitely too close to the mouth.

If the microphone is not working optimally, please stop the presentation and correct the problem.

This is the end of these instructions.

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