Sound System Procedures

**General Operation**

1. To front glass door of the sound system cabinet using the push button on handle lock and the handle will pop out. Turn the handle counterclockwise.
2. When using the microphones, power should already be on for the wireless receiver mounted on the north window. The digital display should read A1 & A2. (A1 on the left & A2 on the right)
   - A1 – The volume control for wireless Mic (Channel 1)
   - A2 – The volume control for clip-on Mic (Channel 2)
   - A3/4 – The volume control for podium Mic (Channel 3)
3. For Bluetooth push the white button on the top of 5/6 until it flashes blue and the blue light stays on. On the lower panel make sure the button is to the appropriate input. (¼”, RCA, **Bluetooth**)

**Departure Check-list**

1. Microphones – turn off mics and wireless receiver.
2. Disconnect Bluetooth or computer from mixer.
3. Return all power cords and microphones to cabinet.
4. Close and secure sound system cabinet handle.

*Check microphone batteries before use*

** Have AA and AAA batteries on hand in case batteries are depleted**

***City of Palmer is not responsible for replacing batteries***
A1. Wireless Mic
A2. Clip-on Mic
A3/4. Podium Mic
Master Volume

4A. Bluetooth power button
4B. Switch for Bluetooth

AUX Cable