Setup for the Lectern System in Krannert Drawing Room

Parts of system:

The Lectern:
This is the base of the system (A). It contains the main goose-neck microphone, its own internal loudspeaker, plus volume controls for other sound inputs you might want to use (such as a wireless lavaliere microphone). By itself, the lectern is sufficient to amplify a presenter's voice for a small group of listeners.

For larger audiences, external speakers can be plugged into the control panel on the lectern.

(A)

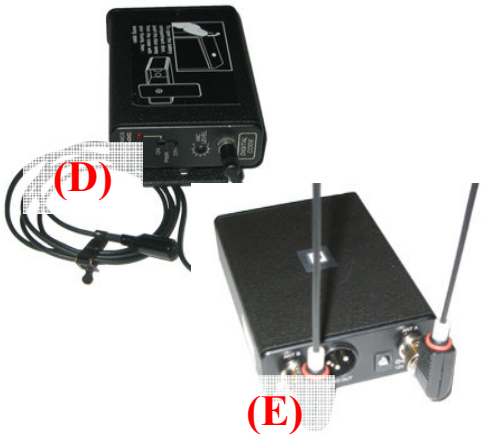
(B)

(C)

The Tower Speakers:
There are two tower-style speakers (B). One of these is able to get its power from the audio cord that connects it to the Lectern.

The other speaker needs to get its power from an outlet. However, since this speaker acts as a wireless receiver for a transmitter that gets plugged into the Lectern (C), it does not need to be physically connected to the Lectern.

Optional Wireless Lavaliere Microphone:
If the orator would like more freedom of mobility, they have the option of using a wireless lavaliere microphone (D) with receiver (E). (This should be reserved from the KCC 49-47955 two days before the event.) Warning: The presenter should not walk in front of any speaker because his/her amplified voice will be re-captured by the microphone, resulting in uncomfortably loud feedback/squelch that can damage the equipment.



(D)

(E)

System Setup:

Minimum Setup – Lectern Sound Only:

1. Plug the power cord from the lectern into the wall, making sure to tape the power cord with gaffing (or duct) tape to the side of the lectern and along the carpet to minimize the risk of tripping. There should be an extension cord located in the base of the unit if needed.
2. Turn on the "**Lectern Power"** by pressing the "**1**" on the power button on the *left side* of the control panel.
3. Turn on the Lectern's internal speaker by pressing the "**1**" on the "**Power INT SPKR"** toggle on the *right side* of the control panel.
4. Speak into the goose-neck microphone, and adjust the "**Lectern Mic"** volume level to an appropriate intensity. The level indicated on the dial is suitable for most Drawing Room uses.

Attaching the Tethered Tower Speaker:

5. Attach the wired/corded speaker by simply plugging its connecting ¼" plug into the "**SPRK Out**" socket on the control panel
6. Make sure the toggle switch on the back of the speaker is set to "**Project**" to ensure the best sound possible for oration.

7. The volume for this speaker is dependent upon the same volume set by the "**Lectern Mic"** volume dial in step **4** above.

Attaching the Wireless Tower Speaker:

8. Begin by plugging the wireless tower into an electrical outlet.
9. Plug the **wireless transmitter** into the "**Mic Output**" socket on the control panel.
10. Power on the **wireless transmitter**, making sure it is ***not*** set to mute.
    Note: Since this transmitter relies on battery power, you should turn off the transmitter when you are not using the system to conserve battery life.
11. The volume for this speaker is dependent upon the receiving level on the top of the wireless tower speaker; however this should already be pre-set to an appropriate level.

Wireless Transmitter

Using a Wireless Lavaliere Microphone:

12. Begin by plugging the receiver **power pack** into an electrical outlet and the receiver.
    Note: If you are using this microphone, it is usually best to use an electrical power-strip attached to an extension cord. These can both be placed into the base of the lectern, and the then the lectern can also be plugged into this power-strip to reduce the number of power cords running to an outlet that would have to be taped down.

13. Attach the female connector of a **XLR Cord** to "**Audio Out**" located on the receiver.
14. Attach the male connector of that XLR Cord to "**Aux Mic Input**" located on the control panel.

15. Turn on the power to the receiver
    Note: It is absolutely necessary to turn on the receiver *before* you turn on the microphone because the system will **not** function if done in reverse order.

16. Attach the Microphone to your presenter.
    Note: In order to achieve the best sound, you should clip the microphone to the presenter's clothing at approximately the center of their collarbone. Any other location for the microphone (too low, or off to the side) will *significantly* reduce the quality of the sound. The transmitter section should be clipped to the presenter's waistline or slipped into a pocket.

17. Turn on the power to the microphone transmitter.
18. The Volume for this mic is dependent upon the "**Aux Mic**" dial located on the control panel. The marked setting is a suitable volume for most events in the Drawing Room.
    a. Note: The volume for this microphone can also be changed by adjusting knobs on the microphone and receiver; however this should never be necessary since the "**Aux Mic**" dial provides a much easier means of control. .

If you need further assistance, contact the KCC Helpdesk, or Multimedia group.
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