

Minneapolis Friends Meeting Sound System Check List
October 2013

Before meeting:

Turn on PA - (middle power strip)

Check mic receivers on (little lights)

Check HA (hearing assist) transmitter on
(little lights)

This is now in bottom of cabinet

Put batteries in mics

Take HA receivers to foyer, put up the sign

After meeting:

Turn off PA

Remove the 9 volt rechargeable batteries from
mics 1 and 2, place them in charger

Mic 3 uses AA regular batteries and can be left
in. Just be sure it is off. Spares are in back of top
shelf

Gather up the HA receivers and put them in the
bottom shelf of the cabinet.

Some notes:

Mics 1 and 3: hold button about 2 seconds for on/off, momentary for mute/unmute

Mic 2 just has an on/off switch

Power strips in cabinet:

1. (top) connected to battery charger and strip 2
2. (mid) connected to PA system and strip 3
3. (bottom, on floor of shelf) HA transmitter

If the little lights on the mics or HA receivers start continuously blinking, the battery is low

Some abbreviations: PA: public address system; HA: hearing assist; mic: microphone