



## STANDARD OPERATING PROCEDURE

# Sound System/Microphone Set Up & Troubleshooting

### DESCRIPTION

Follow these steps to turn on the music and/or use of microphone.

### PROCEDURE:

#### To Play Music:

1. Turn on the main power switch.
2. Set the “Zone” selector to “A” to activate the correct audio area.
3. Use the **two volume knobs** to control the sound:
  - One is located **directly below the zone selector**.
  - The other is located **below to the right of the mic volume knob**.

Please keep  
on Zone A



4. Open **Spotify**, choose a **playlist**, and press **Play**.
  - If you don't hear music, **adjust the volume knobs** as needed.
  - The volume knob under the zone selector should be set between **6 and 7** for optimal sound.
5. Still no sound? Double-check that:
  - The **playlist is playing**.
  - All **audio cables are securely plugged in**.

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### To Use a Microphone:

6. Ensure the **microphone has batteries and is fully charged.**
  - Extra batteries are stored in the **office**, in the **small cabinet, 2nd drawer.**
7. **Set up the microphone:**
  - Match the **microphone number** to the **audio receiver unit.**
    - Both the microphone and receiver unit should be **powered on.**
    - Look for a **green "Ready" light.**



Mute = Power on      Select = Channel

8. **Power on the microphone:**
  - Press and hold the **Power** or **Mute** button.
  - If the green "Ready" light doesn't come on, press the **Sync** button on the receiver to pair.
9. **Ensure the channels match:**
  - The **channel number on the unit** must match the **microphone's channel.**
  - To change the microphone channel:
    - Hold **Select**, tap to scroll to the correct number.
    - Hold **Select** again to confirm.

10. Once synced and on the same channel, you're all set!
  - Adjust the **mic volume** on the control panel as needed.

### Revisions

REVISION DATE	WHO (INITIALS)	NOTES
7/25/2025	PS	Documented Process