



## Sedgefield Parish Hall

### Simplified Sound System Box & Microphones

The wall-mounted sound system box to the left of the stage works with Sedgefield Town Council's wireless microphones, external XLR wired microphones, Bluetooth and audio devices.

To use the sound system box, the following steps must be followed (but may already be done in advance of your booking) -

1. Turn on the red switch behind the on-stage amp cabinet
2. Ensure all wall-mounted switches to the left of the amp cabinet are turned on
3. Check that the sound system box's green power light is on



The following microphones can be hired in advance from Sedgefield Town Council (£20 returnable cash deposit required) and can be heard through both the PA system and the hearing loop:

#### Handheld Mic



Ensure there are batteries in the mic (unscrew the head of the mic above the labels to access the batteries) and push the switch (located towards the bottom of the mic) upwards. The screen on the mic will turn on to indicate power. To adjust the volume for the handheld mic, use the 'Handheld mic 1' dial on the wall-mounted sound system box.

#### Belt Pack (Lapel Mic and Table Mic)



Ensure there are batteries in the belt pack and use the switch at the top of the pack to turn the mic on. The screen on the front of the belt pack will light up to indicate power. To adjust the volume for the mics attached to the belt pack, use the 'Handheld Mic 1' dial (same as the handheld mic) on the wall-mounted sound system box.

The belt pack has two mic options which can be plugged into the top of the belt pack –

1. Lapel mic - Clip the belt back on to the waistband of your clothing, feed the mic underneath your outer layer and clip to your collar/area of fabric near your neck.
2. Table mic – A small standing mic that can be placed on a surface. When using the table mic, the belt pack can be laid on the table.

It is advised that you bring 4xAA batteries with you in case the batteries run out during your booking.

The box can also be used to connect the following to the PA system:

### Wired microphones



Up to two wired microphones brought in by users can be plugged into the system as long as they have an XLR connection (left). No other connection type is supported.

To use a wired microphone, plug the microphone into one of the mic sockets (labelled Mic Socket 1 and Mic Socket 2) on the front of the sound system box and use the corresponding dial (also labelled Mic Socket 1 and Mic Socket 2 on the row of dials) to increase or decrease the volume.

### CD Player



To connect a CD player to the PA system you will need to bring along a 3.5mm AUX to 2 phono cable (shown left). Plug the AUX end of the cable into the headphone socket on the CD player and plug the red and white ends into the two holes on the front of the box labelled 'Music Socket'. Use the 'Music Socket' dial on the front of the box to control the volume.

### Phones/Tablets/Laptops/Devices

Devices can be connected via:

#### Bluetooth



To connect a device via Bluetooth, you will need to pair your device with the Bluetooth receiver on the left-hand side of the sound system box. To do so, turn on Bluetooth on your device and search for nearby devices until you locate 'Music BT01'. Pair your device to 'Music BT01' by holding down the pairing button (left) and a notification may appear on your device to confirm the connection (the process for different devices will vary). Use the 'Bluetooth Receiver' dial on the front of the box to control the volume.

#### AUX cable (also known as 3.5mm cable, stereo cable or audio cable)



To connect a device via an AUX cable, plug one end of the cable into the 'headphone socket' of the device and the other end into the hole labelled 'AUX in' on the Bluetooth panel on the left-hand side of the sound system box. Use the 'Bluetooth Receiver' dial on the front of the box to control the volume.

We are in the process of configuring the system to work with external wireless microphones.

If you would like to hire the microphones provided by Sedgfield Town Council, please contact the town council office on 01740 621273 or email [natalie@sedgfieldtowncouncil.gov.uk](mailto:natalie@sedgfieldtowncouncil.gov.uk) or [julia@sedgfieldtowncouncil.gov.uk](mailto:julia@sedgfieldtowncouncil.gov.uk).