

# Lech Tech

## Simple Mode - SOUND

If you've hired the Leconfield Hall Auditorium without a dedicated tech engineer, the sound and lighting facilities are still available for you to access in 'Simple Mode'. Here's how to use the sound system in Simple Mode.

**1 - Power On.** Use the key switch outside the Tech Booth (on the balcony) to power up the sound system.

**2 - Connect your audio source.**

- Mini-Jack Socket (input panel, wall, stage left). Use this for outputs from devices such as phones, laptops etc. Please note, you will need to provide a cable from your audio source that has a mini-jack (3.5mm) to plug into the socket.
- Microphone (input panel, wall, stage left). Plug one or two microphones into the two available XLR (microphone cable) inputs on the input panel.
- Radio Microphones. If you've hired the Leconfield Hall Wireless Microphones, make sure they have charged batteries in, and turn on.

**3 - Adjust volume.** The volumes are pre-set to default levels each time the system is switched on, but you may feel you need to adjust the volume of the input you're using. Here's how.

- On the rear of the stage wall (stage left), there is a panel labelled 'Audio Control'. Press the button labelled 'I/P Volumes'
- Then select the input source of which you'd like to adjust the volume:

<b>R Mic 1 Vol</b> (Radio Mic 1)	<b>Mic I/P 2 Vol</b> (Microphone Socket 2)
<b>R Mic 2 Vol</b> (Radio Mic 2)	<b>Aux I/P Vol</b> (Mini-Jack Input)
<b>Mic I/P 1 Vol</b> (Microphone Socket 1)	<b>HDMI Vol</b> (HDMI Socket - for Projector)

- Use the Volume up and Volume down buttons as required.

**IMPORTANT: When you've finished your event, please power down the sound system by turning the key switch OFF outside the Tech Booth (on the balcony). Thank you.**

If you have any queries, please email Alex at [lectech@gmail.com](mailto:lectech@gmail.com) and if it's urgent, please phone 07776 184124.