Please arrange in advance to retrieve a key from Media Services to open the audio cabinet which is located to the right of the fireplace. Be sure and turn the system off using the power strip when you leave. Remember to lock the cabinet and return the key to Media Services.

To Use A Microphone

1. Plug in your microphone into one of the jacks on the front baseboard of the cabinet.
2. Open the cabinet.
3. Turn on the power strip (surge protector) in the cabinet.
4. Turn up the volume knob on the mixer labeled ‘MIC 1’ or ‘MIC 2’ (depending on which jack you plugged your microphone into.)
5. Adjust the volume accordingly.

To Play A CD

1. Open the cabinet.
2. Turn on the power strip (surge protector) in the cabinet.
3. Turn on the CD player in the cabinet.
4. Put your CD in the player.
5. Turn up the volume knob on the mixer labeled ‘CD’.
6. You can control your CD by using the buttons on the CD player.
7. Adjust the volume accordingly.

To Play An iPod (or other MP3 device)

1. Open the cabinet.
2. Turn on the power strip (surge protector) in the cabinet.
3. Plug in your iPod to the cord labeled ‘iPod’.
4. Turn up the volume knob on the mixer labeled ‘iPod’.
5. Adjust the volume accordingly.