

**Apison Retreat Center**  
**Conference Room Sound System Instructions**

- Turn power on at plug strip beside the sound system, everything sound related should power up.
- Leave the main volume on the panel where it is. Adjust each individual channel “level” knobs to turn a particular item up or down. The “Monitor” channel is not used.
- Do not adjust the red “Rec Out” levels – these are the feeds for the speakers in the Hallway, Storeroom, Palanca, Prayer, and Office. It should be at the #5 or 12 o'clock position.



Red “Rec Out” knob

- Each channel has a trim knob and a level knob. The trim knob is adjusted with the level turned all the way down and the source for the channel providing input. It usually is set at about 10 O'clock. If the green clip light blinks occasionally that is OK. Then use the Level knob to turn the channel up and down as needed.
- Channel 1 is the podium microphone. This microphone uses the 48v Phantom power, which must be left on for the podium microphone to work.
- Channel 2, 3, 4, and 5 are feeds from the jacks at the left front of the room. They are labeled at the jacks and that will be channel to adjust.
- Channel 6 is connected to the desktop computer for sound system feed. Adjust level as necessary on the control knob. (Set computer sound level to about 60%) You can play CDs and DVDs from the computer if desired using Windows Media Player or itunes/iplayer. Be sure that any of the programs you are sending sound from have their volumes turned to about halfway also.
- A laptop computer or an IPOD type mp3 player can be plugged into any of the unused channels (#7 or the “Tape/CD In”) using an adapter and cable provided. Adjust the channel volume as needed. Be sure to set the volume on your laptop or iPod to about half way.
- Turn off the power strip to shut the sound system down at the end of the day or meeting.