 **Using Personal PA**

Getting Started

1. Once you have the MiPro speaker out, turn the power switch on. *(Power switch Is a dial Labeled: (****Power/Mic VOL****)*
2. Plug in AC adapter into the power port and then into the wall

Using Aux Audio

1. Connect the aux cord to the input labeled: *(****LINE IN****)*
2. Connect the aux cord to the headphone port on your laptop or computer
3. Turn the ***LINE VOL*** to the desired volume

Using the Wireless Mic (*Two can only be used at time)*

1. Once you have the mic out of the PA bag, you want to insert the batteries. *Batteries can be located in the PA bag*
2. To insert the batteries, unscrew the bottom of the mic and insert them.
3. Flip the switch on the front of the mic to power it on.
4. When the mic is powered on you will see the corresponding channel illuminate. *If the mic isn’t connecting to a channel, then it will need to be re-synced. Read the “syncing the microphones” section.*
5. Turn the volume up and down on the channel with the dial located on the PA.

Syncing the Microphones **ONLY if mics aren’t syncing to the channel on the PA.**

1. Make sure the mic is powered on. *Do not remove the batteries*
2. There is a red sensor located on the back of the mic, hold the red senor up to the desired channel on the PA, either channel 1 or channel 2
3. Press the **“scan/act”** button on the PA channel and wait 3 secs
4. “RF” indicator will show you which channel you are on, then you may adjust the volume on the channel

Turning off the PA

1. Turn the power all the way to the left. It will click off.

 Information Technology

815 Somerville Ave, 2nd Floor | Cambridge, MA 02138 | it@lesley.edu |617-349-8770