

OLLI – GMU
AV/Tech Support Committee
Wireless Microphone Use for Board Meetings
July, 2022

Background: The wireless mic systems we use for these meetings are Audio Technica 4th generation Series 3000 units, placed in service Oct '18 – Jan '19. Because of reallocation of frequencies by the FCC, we had to replace 14 systems in that time frame. We have an additional 12 sets of 3rd generation systems employed in Reston, Loudoun, and two 'Road Show' Kits, one of which is deployed at Lord of Life – Fairfax.

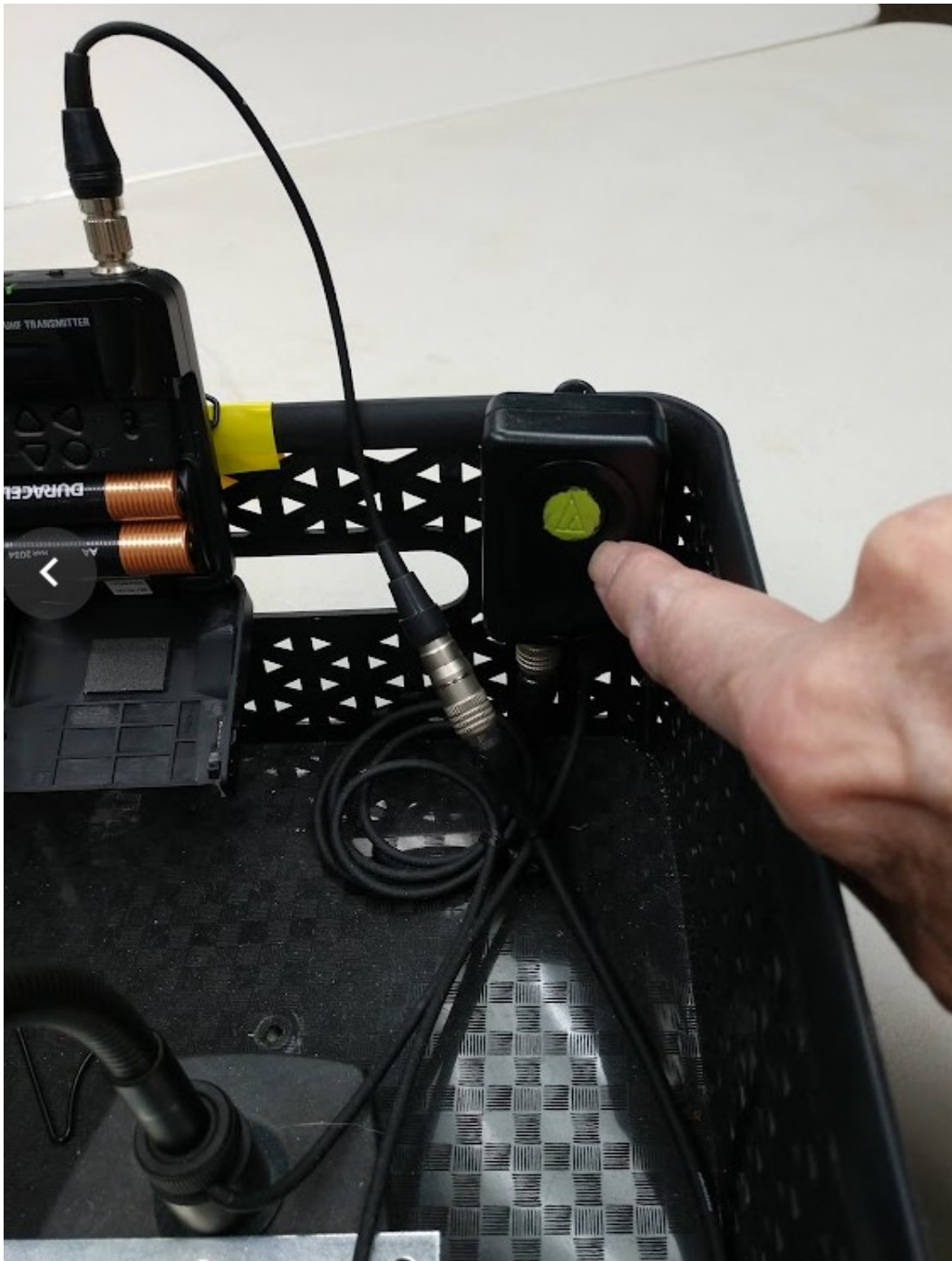
Four of the 4thgen systems are permanently installed in the TA1 AV cabinet. For board meetings, we employ three additional systems housed in 'Road Show' kit #1, case on top of the AV cabinet.

Board Meeting Use: The presiding officer will use a headworn microphone, and body pak transmitter, the normal arrangement for our instructors. The advantage of a headworn mic is that the mic element is always the same distance from the wearer's mouth, providing generally uniform volume, as long as the speaker's voice doesn't vary too much (avoiding shouting or whispering.)

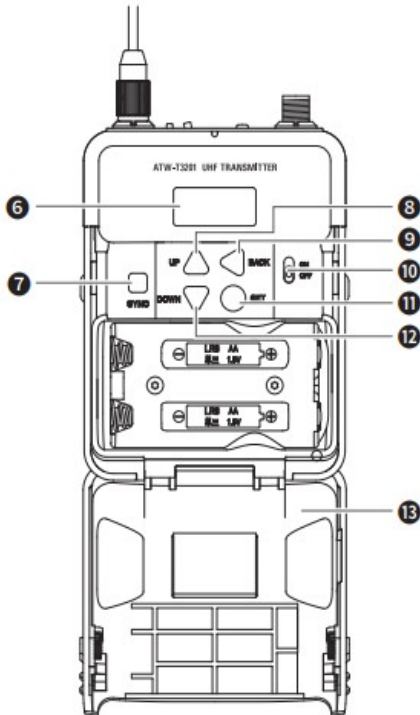
Six baskets are deployed on the board tables, containing a gooseneck mic, on/off switch, and body pak transmitter. **Slide the basket in front of your seated position, so the mic is about 6 inches from your mouth.** The gooseneck is flexible. Operation will be explained in illustrations below.



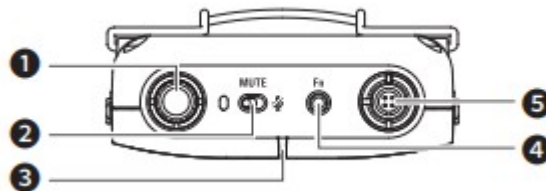
The right hand corner of the basket contains the 'mic on / mic off' switch. Raise your hand to be recognized by the presiding officer. When recognized, push the green button in with your thumb (fingers behind basket) – it locks. Make your remarks, then push the switch so it returns to the 'out' position to turn off the microphone. Having more than two microphones on at the same time may result in feedback squeal. (That might be overcome with a \$8000 - \$20000 investment; probably not an appropriate use of OLLI funds.)



Individual mic basket turn-ons. Should be done by meeting staff before starting, but should you arrive early



Body Pak with battery and control compartment open. Power switch (10) push up – ON position.



Body Pak top view: #3 is LED light, should be green (On). If red, transmitter is muted. Slide switch #2 to the other position – LED should turn green. If neither – power switch (10) is off or batteries – 2 AA alkalines – are dead.