

## **HEARING LOOP USE ONLY**

**If you wish to use the hearing loop then please follow the below instructions; the hearing loop microphone is situated in the ceiling in the Main Hall behind the lighting bar.**

**The Stage Sound and Lighting Box is located behind the curtains on stage on the right hand side. You will need a code to the key box on stage underneath the light switch (turn on stage lights) next to the stage sound and lighting box to obtain a key to the padlock on the doors of the stage sound & lighting box.**

**Please return the key to the box once the padlock is open and scramble the numbers of the key box.**

### **Start-Up**

Unlock the metal rack underneath the Stage Sound & Lighting Box.

Keys are in the Stage Sound & Lighting Box, bottom shelf, on the left on a hook on the wall.

Turn on power plug situated at the rear of the bottom shelf in the Stage Sound & Lighting Box for the light.

Press the power button on the following equipment in the metal rack: Hearing Loop (at the bottom of the equipment stack clearly labelled)

**DO Not Press** any power buttons on any kit on the bottom shelf in the Stage Sound and Lighting Box.

The Hearing Loop is now active and so is the microphone built in the ceiling but this loop is set to only function with hearing aids set to the 'T' position.

## **End of Session Shutdown Instructions**

### **Shutdown**

Turn off power plug situated at the rear of the bottom shelf in the Stage Sound & Lighting Box for the light.

Press the power button to turn off the following equipment in the metal rack: Hearing Loop. Lock the metal cabinet and return the key to its location in the Stage Sound & Lighting Box. Shut and padlock the Stage Sound & Lighting Box and don't forget to turn off the lights on stage.