



*Everything you need from tents to teaspoons*

## **Podium**

We are pleased to provide to you quality equipment.

### Instructions:

- Position podium with speakers toward audience
- If external speakers are used, connect cables to auxiliary panel located under reading surface and position as far from lectern as possible, directed towards audience and away from lectern.
- Adjust microphone and flexible arm to desired position to provide a speaking distance of 6-8 inches, and pointing slightly below mouth.
- Set lectern microphone level and master volume to midrange and switch power on.
- Adjust podium microphone level and master volume level to obtain minimum desired sound without ringing or feedback. Maximum volume will vary with acoustical conditions.

**Please call us at 734.354.9591 with any concerns.**