



## The Radio Microphone

## WVN Studio Guide

The radio microphone allows the lecturer or speaker to move freely around the room whilst ensuring that his/her voice is received clearly by all participants of the conference. The microphone consists of a body pack worn by the lecturer and a receiver that is located within the equipment cabinets.

The body pack transmitter should be fastened to the lecturer's belt or similar and allows the lecturer to control the microphone. The microphone connected to the body pack transmitter has a clip that should be attached to the lecturer's clothing.

Please be aware that this system uses radio waves to transmit the lecturer's voice, and that this may be picked up by other radio equipment outside the studio. It is also possible that if another piece of equipment in the vicinity of the studio is using the same radio frequency, this may be picked up by the radio microphone and transmitted to the participants of the conference. If you experience any of these difficulties, please consult your local technical contact or the WVN Support Centre who will arrange to adjust the frequency settings.



### Using the radio microphone



The body pack transmitter has a sliding plastic cover that prevents the buttons being activated by mistake. To access the buttons, slide the plastic cover to the right as shown in the diagram above. To activate the body pack, press and release the red button marked **On/Off** – the display will show the current transmission frequency and a red light marked **On/ Low Battery** will light up on the side of the body pack.

You can disable the microphone in two ways. The first is to use the sliding button marked **Mute** on the body pack. This will only deactivate the radio microphone. When the button is next to the word **Mute** the microphone is deactivated, at the other location the microphone is active. The second way is to use the **Mute Mic** button as described in the Studio Controller Guide, which will disable all microphones in the studio. There is no need to adjust or mute the radio microphone when the speaker approaches the table microphones. Please ensure that you switch off the body pack when you have finished using it, to conserve the batteries.

### When you have finished

To switch off the body pack, press and hold the red button marked **On/Off** until the display shows **OFF**, then release the button. The red light on the side of the body pack will go out to indicate that the body pack is switched off.

### Hints and tips

The body pack uses a standard 9v square battery (PP3). If the **On/Low Batt** light on the body pack is flashing then the battery should be replaced immediately.

The radio microphone receiver (shown left) is located in the equipment cabinets. It should always be switched on. The display is illuminated when the unit is working.

The frequency shown on the receiver display should always match the frequency shown on the body pack display. There is also a signal strength display bar that indicates the strength of the signal being received from the body pack, and you will see this move up and down as the lecturer speaks. If the frequencies do not match, please contact your local technical support contact or the Welsh Video Network Support Centre.

