Using the Assistive Listening System at Social Science Matrix

The main conference room at Social Science Matrix has a built-in sound system that can be used to facilitate assistive listening for audience-members who require a hearing device.

This system allows speakers to use up to two microphones at a time. We have two lavalier (clip-on) and two wireless mics, so you can use any combination of mics – either two lavaliers, two hand-helds, or one of each – but only two microphones will work at a time.

Two Different Channels

Each microphone is assigned to a specific channel. If you are using two mics, you cannot have both microphones using the same channel. The two lavalier and two handheld mics are already set to different channels. If using a hand-held and a lavalier mic, you should use the lavalier labeled “612 Lapel” and the handheld labeled “4 2 Handheld” (see picture).

Turning On the Mics

To turn on the mics, first make sure the power is on the wall panel. Then press (and hold down) the button on each microphone with the power-on symbol (and mute). Note that this button also is used for muting the mic after it has been turned on.
Adjusting Volume

The microphone levels are already set and you should not have to adjust the volume using the wall panel. If you are finding the audio levels are not adequate:

- Request that the speaker hold the microphone closer to his/her mouth.
- If using a lavalier mic, make sure the mic is on the speaker's collar or high in the chest, ideally in the center.
- If you are still finding the levels inadequate, you can adjust the volume on the wall panel. First hit “Microphone Volume” and then adjust the volume. You should not need to go into the red levels; if you set it too loud, the sound could be distorted.

Troubleshooting:

- The mics run on batteries and occasionally these run low. Batteries are available from the front desk at Matrix.
- If you are not hearing anything, make sure the “mute” function is not engaged.
- If you are hearing static, there may be low batteries or interference. If you are having persistent issues, try using one of the other mics.

Using the Assistive Listening Devices
The Assistive Listening Devices have a standard headphone jack. A headphone is available upon request. The devices must be turned on. They will tune automatically to the frequency of the Matrix sound system (Channel E). To hear audio run through the projector in the Matrix Seminar Room, use Channel A.

Please let us know if you have any questions! If no one is available at Matrix, call Chuck Kapelke at 415-336-5038 or e-mail ckapelke@comcast.net.