



# Connecting and using wired microphones through the PA system

Last Updated @4 March 2026 22:18

*Use this guide to understand how to connect a wired microphone to the PA system.*

**Level:** Intermediate

## Step 1: Power on the PA system

Turn on the two plugs, plugged into the socket in the wing of the stage (under wooden cabinet).

On the rack mixer at the left of the stage, ensure the power toggle is locked in, and the green light is **ON**.

## Step 2: Plug in the wired Microphone

Plug one end of the largest (XLR) cable into the bottom of the microphone. Assure that the three pins in the microphone align with the three holes in the cable.

Plug the other end of the cable into the channel labelled **MIC 1** on the rack mixer on the left side of the stage.

Ensure the switch on the microphone itself is also set to **ON**.

## Step 3: Set Channel Volume

Using the dial located above the socket on the rack, twist the dial until the white line is facing upwards (12:00).

Twist the dial labelled **Master Level & VU** located in the top right hand corner of the mixer until the desired volume level is reached. Ensure to speak through the microphone as you adjust these levels to prevent sudden loud noises.

Please remember to switch off the system using both plugs beneath the wooden cabinet when you are finished, and set dials to 0. Please also disconnect the microphone from the rack mixer and leave it and its cable as you found them.

## ▼ Need more detail?

### Step 1: Power on the PA system

Locate the cabinet in the right-hand side wing of the stage, indicated in the image.



Beneath this cabinet, there is a socket with two plugs. Ensure both of these plugs are switched **ON**.

On the rack mixer at the left of the stage, ensure the power toggle is locked in, and the green light is **ON**. This is shown in the top right corner of the image below.



## Step 2: Plug in the wired Microphone

Using the supplied microphone and cable, plug one end of the largest (XLR) cable into the bottom of the microphone. Ensure that the three pins in the microphone align with the three holes in the cable, and that the cable locks into place.

Plug the other end of the cable into the channel labelled **MIC 1** on the rack mixer on the left side of the stage (pictured above), ensuring the same alignment of pins and locking of connector.

Ensure the switch on the microphone itself is also set to **ON**.

## Step 3: Set Channel Volume

Using the dial located above the socket you have just connected to on the rack, twist it until the white line is facing upwards (12:00).

Twist the dial labelled **Master Level & VU** located in the top right hand corner of the mixer until the desired volume level is reached. Ensure to speak through the microphone as you adjust these levels to prevent sudden loud noises.

## Something not working? Use these checklists...

- ▼ ❌ Device is connected but no sound is coming through the PA system
  - Ensure the both plugs beneath the wooden cabinet are switched **ON**

- Ensure the stage-side rack mixer is switched **ON** and that the green light next to its power toggle is **ON**
- Ensure both ends of the cable connecting the microphone are fully inserted and have clicked to lock into place
- Ensure the microphone power switch is set to **ON**
- Ensure the volume dial for the microphone (above the socket on the mixer) and that for the master control (near the power toggle on the mixer) are both turned up

If these checks do not solve the problem, check if there is audible static noise through the PA system or feedback, as explained below.

- ▼ ❌ There is audible static noise through the PA system
  - Remove built-up charge from the system by powering off the plug labelled **PA System** and waiting 5-10 minutes before powering on again
  - Ensure both ends of the cable connecting the microphone are fully inserted and have clicked to lock into place
  - Ensure no other inputs on the stage-side mixer are turned up
- ▼ ❌ There is feedback (sustained/increasing, low/mid-pitch rumble through the PA system) upon turning it on or while speaking
  - Ensure the black, stage microphones hanging above the curtain onstage are facing **away** from the hall
  - Power off the system using the plug labelled **PA System**, wait 2 minutes, and power it back on again
  - Ensure there are no devices connected to the bluetooth receiver, unless these have been setup in accordance with the guide
  - Ensure the microphone(s) you are using is not facing any speakers or resting on the floor
- ▼ ❌ The microphone is crackling/patchy when being used through the system
  - Ensure both ends of the cable connecting the microphone are fully inserted and have clicked to lock into place
  - Ensure the cable connecting the microphone is not twisted, knotted or stretched

- Ensure both black plugs on the top of the bluetooth receiver are **fully** inserted
- Lower the volume level on the stage-side rack mixer - if this fixes the problem, don't try to turn it up any further again

If these checklists do not solve the problem, power off both plugs beneath the cabinet, and contact your Memorial Hall booking representative.

