

# Operating Instructions



# Lectern

1. Place the lectern on a tabletop or provided base with the speaker. Be sure that, using the provided base, the bar inside the base is firmly in place to prevent tipping over.
2. Open the top of the lectern and plug-in the microphone where it says "lectern microphone." (Lectern will not power up if a microphone is not plugged in)
3. Turn on the power & light (if needed).
4. Adjust the volume of the lectern speaker and the microphone to desired amplification.
5. The lectern can also be used with a cordless or lapel microphone.

## Troubleshooting:

- If the lectern is not powering on – check the battery monitor on top of the lectern.
- If using a cordless or lapel microphone and no sound is coming out of speakers – check all connections and check the battery in the cordless microphone.

**For any questions or concerns, be sure to contact us immediately.  
Thank you for your business!**

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