

PA/VA MICROPHONE OPERATING INSTRUCTIONS

To Make a Normal Paging Announcement

- 1) Select the zones required using the "Zone Select" buttons.
For an All Call broadcast do not select any zones.
- 2) Press and hold the "Press to Talk" button.
- 3) When the "Speak Now" indicator comes on
Speak slowly and clearly into the microphone.
- 4) When the announcement is finished release the "Press to Talk" button.

To Make an Emergency Paging Announcement

- 1) Turn the Emergency Key-switch to 45°.
- 2) Select the zones required using the "Zone Select" buttons.
For an All Call broadcast do not select any zones.
- 3) Press and hold the "Press to Talk" button.
- 4) When the "Speak Now" indicator comes on
Speak slowly and clearly into the microphone.
- 5) When the announcement is finished release the "Press to Talk" button.
- 6) Return the Key-switch to the upright position.

To Broadcast a Recorded Message

- 1) Turn the Emergency Key-switch to 45°.
- 2) Select the zones required using the "Zone Select" buttons.
- 2) Select the required message using the "Message Select" buttons.
If the required message cannot be seen use the "Page Up" & "Page Down" buttons to view more messages, then select the required Message.
- 3) The Zone Status Displays will change to show the message being broadcast.

To Cancel Broadcasting a Recorded Message

- 1) Turn the Emergency Key-switch to 45°.
- 2) Select the zones broadcasting the message using the "Zone Select" buttons.
- 3) Press the "Message Cancel" button.
- 4) Return the Emergency Key-switch to the upright position.

