

## Helpful Hints

- Listen to audio through the headphones, but it might not be at the level that everyone else is hearing.
- Watch the UV meter.
- If the audience cannot hear the sounds that are being projected, check the master volume toggle to see if it is up to at least zero.



## Trouble Shooting

If problems arise check for these errors:

- Check input/output cables.
- The Jack should be firmly in place.
- The master is up to at least zero.
- If the audience hears the audio and the operator cannot, the audio level for the headphones might not be up to the proper level.



Produced in partnership with  
Luther Jackson Middle School



Victoria Brown 2005

# Fairfax County Public Schools

Department of  
Information  
Technology

# The M367 Audio Mixer



**TMPC**  
**Loan Pool**  
703-503-7430

## Parts of the Mixer and Uses

### Power Switch

Located on the front in the right hand corner. Uses: to turn on the mixer.



### Master Toggle

Located on the front of the mixer (the white toggle). Uses: relates the sound going out to the audience.

### Mic-Line Toggle

Located on the front section of the mixer (blue toggles). Uses: controls the levels of sound for each item.



### Headphone Jack/Toggle

Located on the right front section, under the power switch. Uses: after inputting the headphones the operator can listen to the sounds without having everyone around hear.

### VU Meter

Located in the front on the mid right of the mixer. Uses: shows the amount of related sound is coming from the mixer.



### LED Peak Lights

Located above the toggle it is associated with. Uses: shows when the sound is possible uncomfortable to your audience.

## Presetting Your Mixer

### Audio Inputs

Plug in the audio equipment to the Mic-Line Inputs located in the back of the mixer (shown below). Each number on the back of the mixer corresponds to the same number on the front, which represents the volume control.



### Mic-Line Switch

The Mic-Line switches, also located on the back of each mixer, are assigned to each input. Any audio input that is a microphone should have this switch set in the Mic position. Any audio device that is not a microphone, is set to the Line position, as you see in the picture below.



## Starting to Use the Mixer

### Setup

1. After plugging in the audio mixer to an AC power source, turn on the power switch located in the top right corner on the front of the mixer.
2. Place the headphones in the jack. (This feature will help keep out feedback.) The person with the headphones on needs to hear everything. (The volume control for the headphones is the farthest blue toggle on the right..) Keep in mind, once the audio level is adjusted for the headphones, it should not be adjusted again. If the audio operator finds a particular audio source is too loud or too soft, then that audio source volume needs to be adjusted, not the headphone audio level.
3. Turn up your Mic-Line toggles up to the 5 position or the 90° mark.
4. Turn the master up to the zero mark (the white toggle).
5. Test each audio source to make sure there is an even audio level coming from all audio sources. Each audio source must be tested individually.

