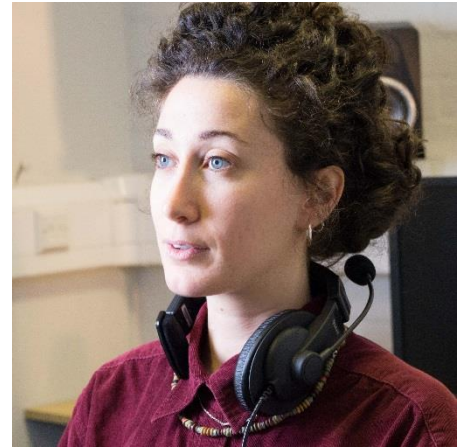


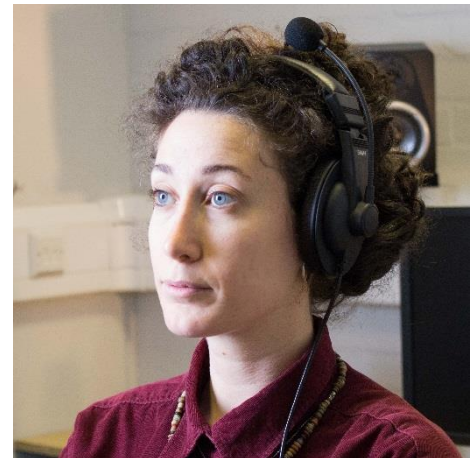
1. Wear the headset 'at ease' on your neck, i.e. not over your ears just yet, and connect it to the belt pack.
2. Before putting the headset over your head, switch the belt pack on and listen out for the automatic voice.
3. Turn the volume down a few increments by pressing the down arrow repeatedly until the corresponding beeps become very quiet.



Headset 'at ease'

4. Now place the headset on your head so that the earpiece covers one ear and the opposite end is to the other side of your head. Adjust the head band to make comfortable, as necessary.
5. When the Director or Floor Manager are talking, adjust the listening level on the belt pack to a comfortable operating level, but ensure volume is no louder than you need.

It is best to monitor at lower volumes to avoid hearing fatigue (and damage) and minimise the risk of sound leakage to the programme microphones.
6. At regular intervals between set ups and takes, say every twenty minutes, turn the headset around so you are listening to the talk back with your other ear. This will save one ear becoming fatigued over time.

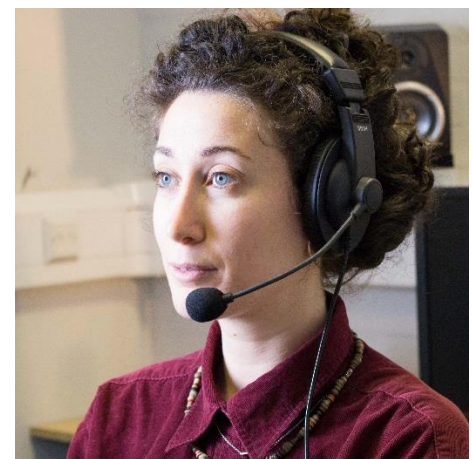


Headset in use

7. If you are the Floor Manager, you will also need to set the microphone on your headset to provide a comfortable talkback level to the rest of the crew, as in the picture.

Don't set the microphone too close to your mouth

And don't shout into the microphone!
8. Remember your 'ABC' protocol and ensure your push-to-talk button doesn't latch in the on position – you should be unable to hear your voice in the headset until you press the button.



Floor manager's microphone position