

SETTING UP REGULAR MICROPHONES FOR TAPING

EQUIPMENT NEEDED:

Microphone
Microphone stand
1/4 mini jack cable- which hooks microphone to tape recorder
(Can be found in 3rd drawer of black cabinet by elevator)
Extension cord- for tape recorder
Tape recorder
Blank audio tapes

INSTRUCTIONS

1. Plug female end of jack cable into microphone.
2. Mount microphone onto microphone stand.
3. Plug other end of jack cable into tape recorder in hole labeled for microphone.
4. Plug extension cord into tape recorder and into wall socket.
5. Turn microphone on, if there is a switch on the microphone.
6. Load tape into tape recorder, turn tape recorder on, hit "record". Begin talking.