How to connect the Catchbox Lite to the classroom:

*Current applicable classrooms: Lillis 282, PLC 180, and Straub 145, Straub 156, and Straub 245*

**Setup Steps:**

1. First, mute the classroom audio using the Crestron touch panel (important to avoid loud feedback).

2. Plug in power to the Catchbox Lite receiver

3. Make sure the Catchbox Lite receiver is OFF and the volume is *all the way turned down*.

4. Take the ¼” Mono to Male XLR cable.

5. Plug the ¼” side into the Catchbox Lite receiver

6. Plug the Male XLR side into the classroom podium jack labeled “Catchbox”

7. Take the Catchbox microphone and remove the transmitter by twisting and pulling the device out of the microphone.

8. Next, Turn ON the Catchbox Lite transmitter by flipping the switch. Once it is ON, place it back into the Catchbox. (Extra batteries are located in the bag).
9. Next, turn on the Catchbox Lite receiver.
10. Unmute the classroom audio from the touch panel.
11. **Slowly** turn up the volume on the Catchbox Lite receiver (usually around ½ way of turning the volume dial is usually adequate) while talking into the microphone until the volume is at an acceptable level in the classroom.

**Take-down Steps:**
1. Mute the classroom audio from the touch panel (important to avoid loud feedback).
2. Remove the Catchbox transmitter from the microphone and turn OFF the device.
3. Next, turn off the Catchbox Lite receiver and unplug the power cable.
4. Unplug the ¼” mono to male XLR cable
5. Return all cables and devices into the Catchbox Lite bag
6. Turn off the classroom system

**Safety Tips:**