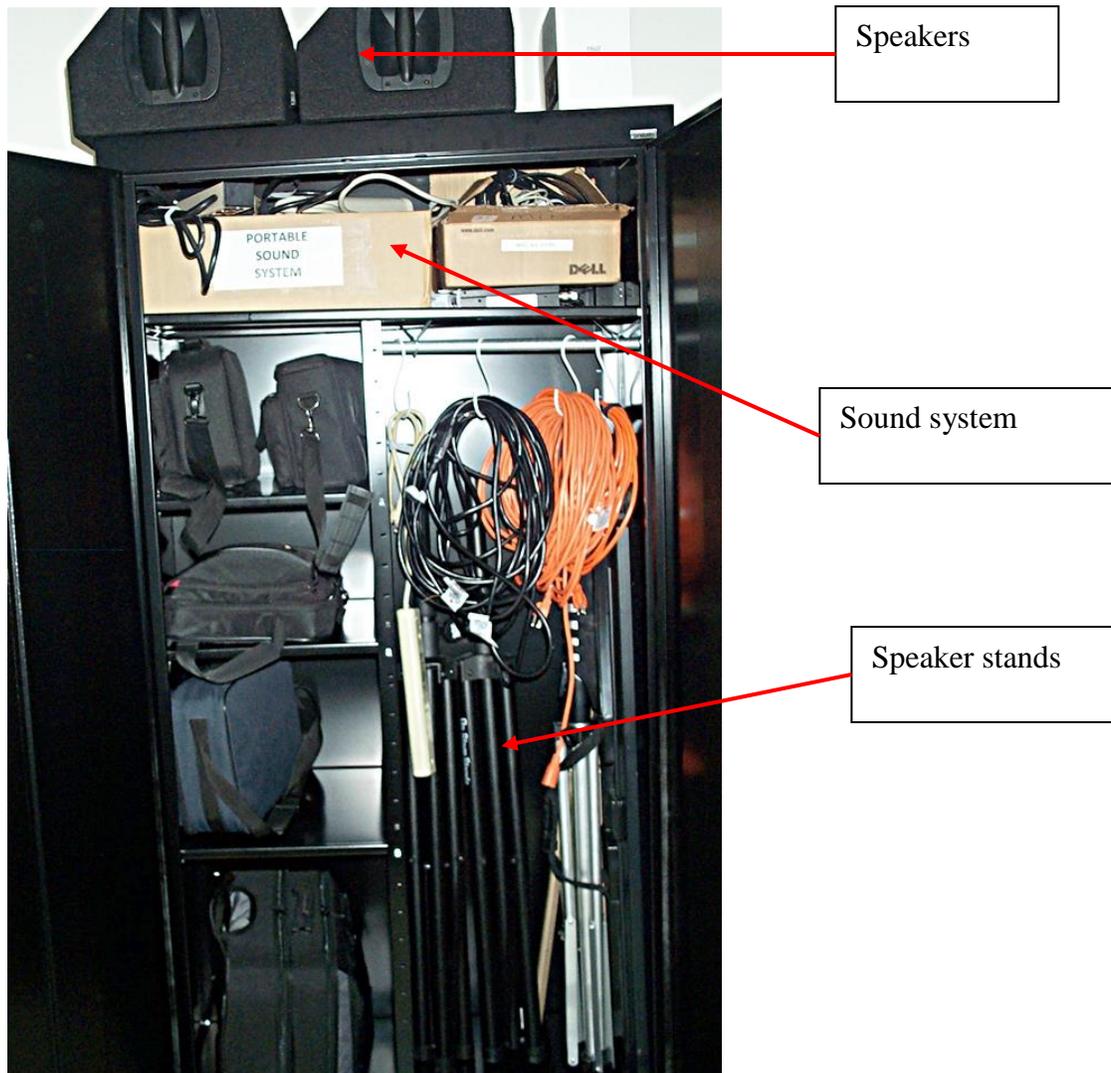


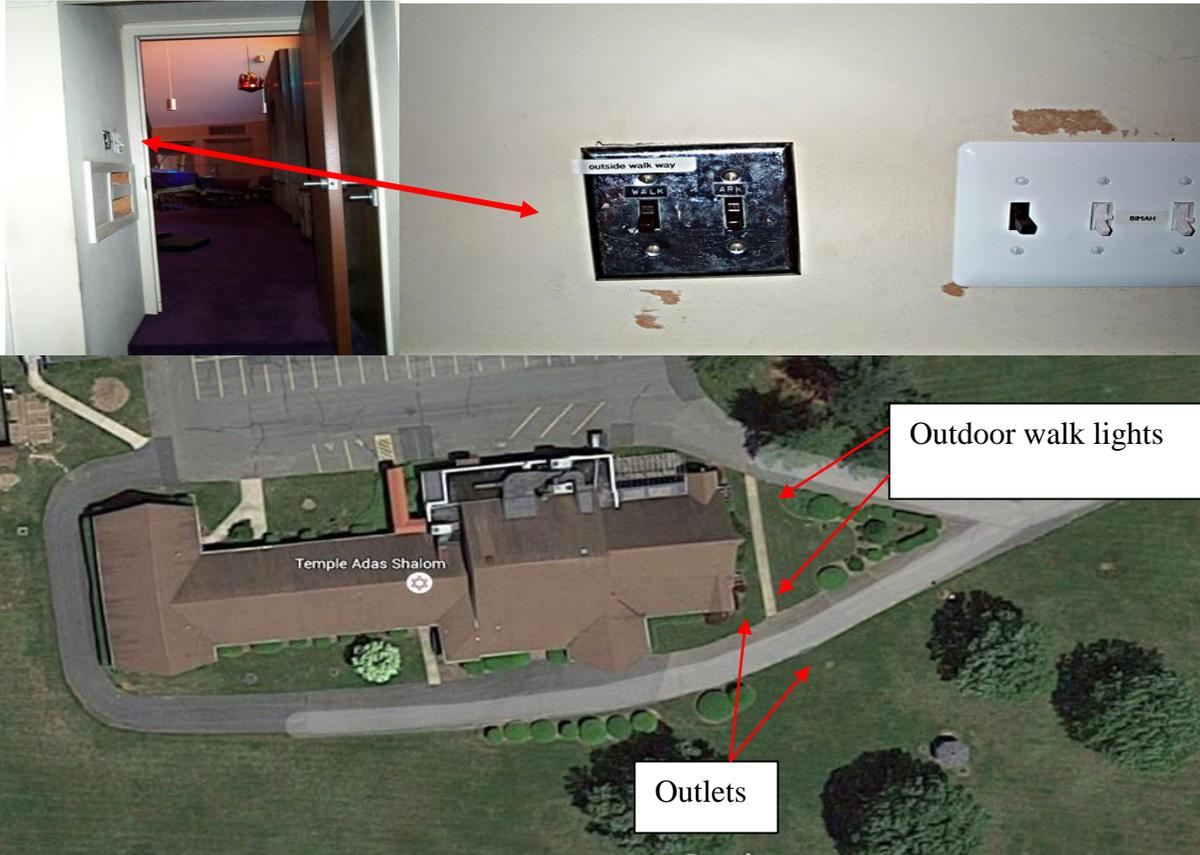
Please note that the portable equipment is not waterproof. Do not use this system outdoors during inclement weather.

1. Get the equipment from the A/V cabinet and put it onto the rolling cart.
 - a. Box containing the sound system, power cord, mics and cables
 - b. 2 large, black speakers
 - c. 2 black speaker stands
 - d. An extension cord – orange is recommended for outdoor use (easier to see in the dark).
 - e. On the cart, the speakers will fit on the bottom shelf, stands & extension cord in the middle, sound system box on top shelf.
 - f. If you are adding an extra audio, input source (e.g., from a CD player), you will need a power strip as well. *Adding any extra equipment requires the pre-approval of the Tech Chair.*

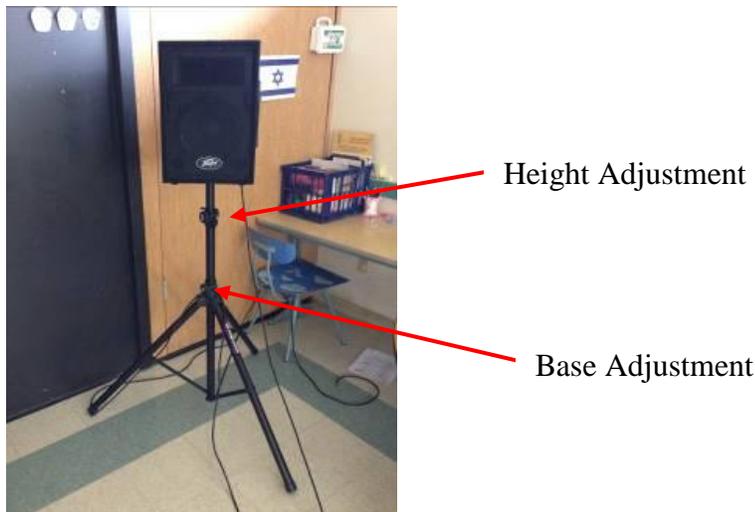


2. Roll the loaded cart to the set-up location. Since all the equipment is heavy, it requires 2 people to safely get the loaded cart up/down the stairs in the hallway. One can use the double doors (school entrance) and the ramp doorway to bypass the stairs.

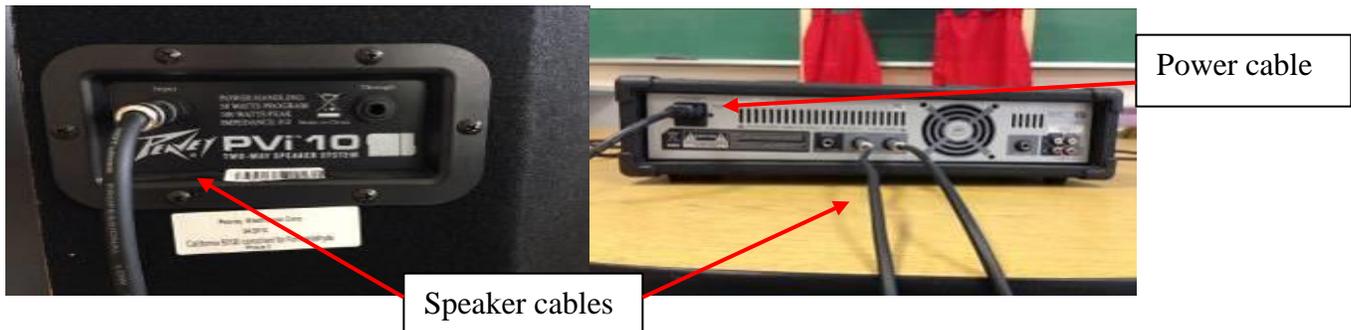
3. Power to the outdoor electrical outlets (in the lawn) is controlled by a switch along the stairs to/from the Bima. The switch is labeled “outdoor walk way”. When these lights are turned on, there is power to the outlets there as well.



4. Connecting the sound system:
- Speakers:** Spread out the 3 legs of a mic stand so it has a wide enough base to support the speaker. Then, tighten the bottom knob to hold the legs in place. There are holes on the bottom of the speakers. Simply place the speaker hole over the top of the stand pole and let it down. There is an adjustment knob on the pole to set the speaker to the desired height.



- b. Remove the amplifier unit from the box and place it on the middle shelf of the cart.
- c. Connect the black power cable to the unit and the other end to an extension cord that is plugged into an outlet.
- d. Turn on the power the unit's power switch – front side – a green light should turn on. If you have no power, check the light switch inside the building (see above). If you have power, turn off the unit.
- e. Connect the speaker cables (long, silver, ¼" connectors) – one end to a speaker and the other end into the back of the amplifier.



- f. Connect the mic cables into the front of the amplifier – match the 3 prongs on the connections. It is good practice to coil the mic cables and place them on the top shelf for easy access.



- g. Turn on the amplifier.
 - h. Turn on each mic by sliding the switch up – a red light will turn on.
 - i. Test the volume and, if needed, adjust the microphone level dial (black) up or down for more or less volume. There is a level adjustment dial above each mic connection and one master level dial (black) that controls all output levels as a group.
 - j. When satisfied that the system is working properly, turn the mics off and then turn the amplifier off until ready to use. Reverse the order to turn on and use.
5. When done using the system:
- a. Turn off mics, then the power to the amplifier.
 - b. Disconnect all cables and mics.
 - c. Place the amplifier, mics and cables back into the box (don't forget the black power cord) and put the box on the top shelf of the cart.
 - d. Lift off the speakers and place them onto the bottom shelf of the cart
 - e. "Shrink" the mic stands and put them on the middle shelf
 - f. Coil up the extension cord and use the Velcro tie to secure it.
 - g. Put everything back into the A/V cabinet just where it was found (speakers go on top)