System Setup

1. Gather the equipment from Music Library circulation desk and the Ford Hall Green Room.

2. Open up speaker system by separating speakers from mixer/amp.
   - Open latches on the top of the unit to separate
   - Place amp/mixer unit (there are power outlets located at the front and rear of the stage). Plug in power but do not turn on the system
- Place speaker stands:
  - If needed, loosen the clamping screw for the legs.
  - Spread the legs wide enough to create a stable base for the speaker.
  - Tighten the clamping screw for the legs

- Place speakers on top of stands by using the mounting cup in the bottom of the speaker.

- Plug cable from amp outputs to one speaker. Amplifier outputs are on the rear of the amp/mixer, near the power switch. Repeat for other speaker.
IF MICROPHONE IS NEEDED; IF NOT SKIP TO BOTTOM HALF OF PAGE

- Place microphone stand:
  o Open legs of the tripod
  o If needed slide the base down to the ground
  o Adjust the height and boom arm as needed

- Attach mic clip
  o Screw on to end of mic stand
  o Attach mic by sliding into clip
  o Plug xlr cable from mic to mixer input.

- Plug the red and black audio cable into second and third “line” connectors on the amp. The other end of the cable will plug into your laptop.
- Once everything is plugged in, turn on system. Set master volume and channel level.
Notes:
To help reduce feedback *do not* place the mic in front of the speakers.
(The speakers should be the furthest equipment down stage, nearest to the audience).

Clean up
- Turn down master volume and channel level
- Power off system
- Disconnect all cables and coil them.

***XLR (mic) cable has a connection release tab on one of the connectors***
***Press this in as you unplug the cable***

- Put speaker stands back in bag
- Put speakers and mixer back together

Return system parts back to the cabinet in Ford Hall Green Room:
- Speaker stands
- Amp/mixer
- Lock the cabinet

Return check-out bag and its contents to the Music Library circulations desk:
- Put microphone and clip back in mic bag
- Put mic bag back in checkout bag
- Put all cables back in checkout bag
- Return checkout bag to circulations desk
- Mic Stand
Ford Hall Item List (checkout from Music Library Circulation Desk):

1. Bag with attached Key for speaker storage cabinet in Ford Hall Green Room
   - In the Bag:
     1. XLR/ Mic cable
     2. Two speaker cables
     3. 1/8 inch to stereo ¼ inch cable for connecting laptop/mobile device.
     4. Power cable (IEC)
     5. Microphone pouch
        a. Microphone
        b. Microphone clip

2. Microphone Stand

3. From the cabinet in Ford Hall Green Room
   1. PA system containing two speakers and a mixer/amp unit
   2. Two speaker stands in bag