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.

- 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
- Mic stand
- Amp/mixer
  - Lock 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
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. 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
   3. Mic stand