

PA SYSTEM QUICKSHEET

1. Wheel the two carts containing the PA equipment to the gym.

2. Remove the blue tupperware box from the bottom of one of the carts and place it near the electrical outlet by the screen. It will become the stand for the mixer.



3. Station one speaker cart to the far left front of the gym and one to the far right front of the gym.

4. Set up Microphone Stand between the two speakers, making sure the stand is in a line behind the speakers.



5. In the blue tupperware box, you will find the microphones in zippered leather pouches. We have three mic stands and three wired microphones so set up however many you need.

6. One of the orange reels contains the cables that connect the speaker to the mixer.



7. Plug one end of that cable to the back of the mixer.



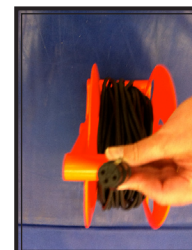
Back of speaker

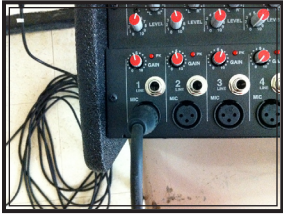


Back of mixer

8. Plug mixer into electrical outlet.

9. Another of the orange reels contains the cables that connect the microphone to the mixer.





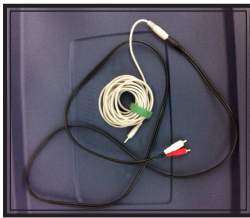
10. Plug microphone cable into the front of mixer as shown.

10. Make sure the sound level knob is set to 5.

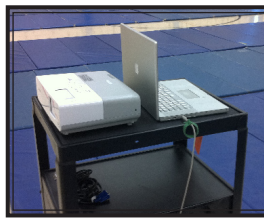
11. You are now ready for an assembly!

If you are doing a multimedia presentation which requires sound, go to Step 12.

12. Plug the audio cable into the headset port of your laptop.



Audio Cable



Laptop stand

13. Plug the red audio cable into the red port on the mixer and the white audio cable into the white port on the mixer as shown.

14. Make sure the sound level knob is turned to 5.

15. You are now ready to play sound from your laptop over the PA Speakers.

