

PORTABLE PA SYSTEM #1

LAST UPDATED: FEBRUARY 2011

The portable PA system has been created to offer student groups an easy to use solution for self-operated sound needs. The system has the capability for:

- Up to two microphones (one is provided, another is available upon request with advance notice)
- CD player
- I-Pod, laptop, or other device with a headphone jack.

The \$50 rental fee is intended to offer a cost-effective option for student groups with limited budgets. It is the group's responsibility to pick up the gear, set it up, operate it, put it away, and return it to the LaFortune Student Center Information Desk when finished.

Users are advised that there is risk associated with operating sound equipment. Damage to the system or failure to return equipment will be billed to the group which reserved the system. Below you will find an inventory of the equipment provided, as well as a replacement value cost. If there is anything missing when you pick it up, please inform the Student Activities Office (if before 5PM on weekdays) or the LaFortune Building Manager.



I-POD CABLE

MIXER

CD PLAYER

**CROWN
AMPLIFIER**

**CONNECTION
PANEL**

**DRAWER
(TO STORE TEST CD)**

**OPEN COMPARTMENT
(FOR POWER STRIP AND
EXTENSION CORD)**

INVENTORY OF COMPONENTS & REPLACEMENT VALUE

#	ITEM	REPLACE VALUE
1	Flight Case with Sound System	\$1,500
1	Black Cart with Red Drawer	\$250
2	EAW LA212 Speaker	\$1,000 each
2	Speaker Cables (with blue ends)	\$30 each
1	Whirlwind MK Mic Cable	\$30
1	Shure SM58 Microphone	\$110
1	Black Microphone Case	\$5
1	Power Strip (bottom of Flight Case)	\$10
1	Extension Cord	\$20
1	Microphone Stand	\$25
1	Microphone Clip (attached to mic stand)	\$4

NEED ASSISTANCE OR HAVE QUESTIONS?

If you encounter any difficulties, please contact one of the following:
 LaFortune Student Center Building Manager 532-3744 or 631-4073 or 631-8128
 Student Activities Office On-Call Staff Member 532-3479

STUDENT ACTIVITIES PA SYSTEM #1
BEFORE YOU GET STARTED...

**ALWAYS FOLLOW EACH STEP IN ORDER.
FAILURE TO DO SO COULD RESULT IN DAMAGE TO THE SOUND SYSTEM!**

There are two carts/cases that you may get confused.

This is the Black Cart with the Red Drawer.

This is the Flight Case.

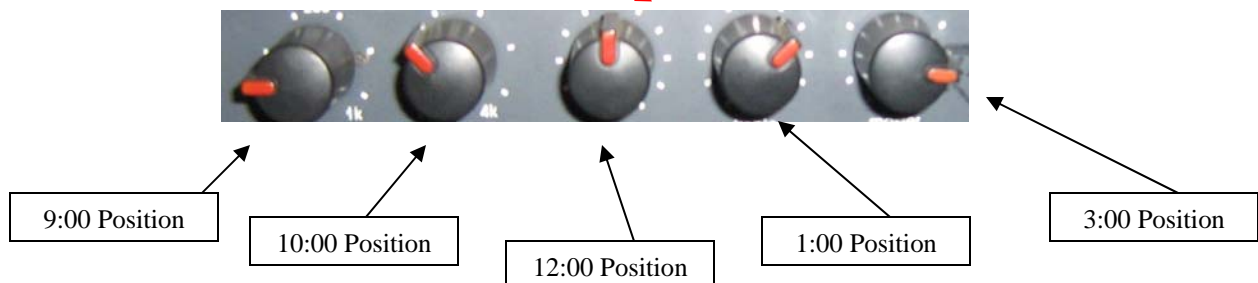


SETTING THE LEVEL OF EACH CHANNEL: UNDERSTANDING THE CLOCK POSITION

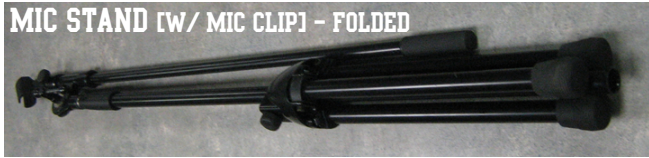
As you work with controlling volume, references will be made to “clock positions.”

As you are looking at each volume dial, envision the white or red mark on the knob as the hand on a clock.

For example, if you are instructed to adjust a knob to the 12:00 position, it should look **like this**.



STUDENT ACTIVITIES PA SYSTEM #1
OVERVIEW OF THE EQUIPMENT



BACK OF EAW SPEAKER
[WHERE SPEAKER CABLE
IS PLUGGED IN]



Mic cable connection

Speaker cable connection

STUDENT ACTIVITIES PA SYSTEM #1

SETTING UP THE SYSTEM

- 1. POSITION THE FLIGHT CASE.** Position the flight case near a power outlet.
- 2. OPEN THE FLIGHT CASE.** Open the front cover of the flight case by twisting the 4 metal spring clips on the sides of the case. Do not remove the rear cover of the case.
- 3. PLUG IN THE SYSTEM.** On the bottom shelf of the flight case you will find an extension cord that is plugged into a power strip that is plugged into the system. Make the sure all three of these are connected to each other. Plug the extension cord into the wall outlet. Make sure the power strip is on.
- 4. VERIFY EVERYTHING IS OFF BEFORE CONNECTING CABLES.** After plugging in the extension cord, ensure all electrical components of the system are OFF (there should be no lights on any of the electronic components). Also, make sure all of the volume knobs are turned all the way down (7:00 position).
- 5. PLUG IN SPEAKER CABLES TO THE SYSTEM.** Get the two speaker cables (the thicker black cable with the blue ends) from the red drawer of the black cart. Plug each speaker cable into the speaker jacks located on the front of the connection panel (in the flight case, under the Crown amplifier). Gently insert the cable into the jack and twist it one-quarter turn clockwise until it clicks into place. Do not force the cable in – it should easily fit into the jack. NOTE: Both sides of speaker cable are exact matches, so it doesn't matter which end of the cables you use.
- 6. PLUG IN SPEAKER CABLES TO SPEAKERS.** Plug the other end of the speaker cable into the back of each speaker. Simply insert the cable into the back of the speaker (either hole, it doesn't matter which) and twist until it clicks into place (same way as step 5).
- 7. VERIFY SPEAKER CABLE CONNECTIONS.** One of the most common problems is that a speaker cable is plugged in, but it was not turned clockwise a quarter turn to engage it. Test each speaker cable by very gently twisting it. If it is correctly attached (at both the speaker and connection panel on the flight case) it should not move at all.
- 8. SETUP THE MIC STAND.** Get the mic stand out of the black mic stand bag (found on the bottom shelf of the cart). Unfold the three legs and then loosen the small thumb screw of the base (by the legs). Slide the base to the bottom of the mic stand and tighten the thumb screw to secure it into place. Adjust the top of the mic stand by using the either the tilt device or the plastic collar.
- 9. PLUG IN THE MICROPHONE.** Get the microphone from the red drawer of the black cart. It should be in a black pouch. Plug the microphone cable (the end with the silver tab) into the bottom of the microphone. Put the mic on the mic stand. Make sure the on/off switch on the mic is off (the switch should be positioned down).
- 10. PLUG THE MIC CABLE INTO THE SYSTEM.** The other end of the mic cable is to be gently inserted into other end into the Mic 1 jack. No need to twist this one. Line up the small rectangular hole on the end of the cable and line it up with the metal tab on the mic jack on the system.
- 11. TURN ON THE SYSTEM.** After all components have been connected (speaker and mic cables), begin the process to turn on the system. *Note: These steps must be followed in order or you will risk damaging the system!*
 - Turn on the power to the mixer by pressing power button on the top right (located under the words "ADVANTAGE ONE BIAMP").
 - Turn on CD player by pushing the orange power button on the left of the CD player. You will see the CD player turn on.
 - Turn on Crown amplifier by pushing "enable" button on the right. You will see an orange power light turn on.
- 12. VERIFY CROWN AMP SETTINGS ARE AT 21.** Make sure both knobs on the Crown Amplifier are pointed to the number 21. These should always stay on 21 or you will risk damaging the system.
- 13. TEST AND ADJUST THE VOLUME.** Get the test CD from the drawer of the flight case (under the Crown Amplifier) and follow these steps.
 - Open the CD tray on the CD player (press the eject button).**
 - Press the play button (unless it is already starting to play).
 - Turn up the master volume to the 12:00 position.
 - Slowly turn up the CD volume until you reach a desired level.

STUDENT ACTIVITIES PA SYSTEM #1

OPERATING THE SYSTEM

OPTIONS FOR PRODUCING SOUND

The system has the capability for:

- Up to two microphones (one is provided, another is available upon request with advance notice) (channels 1 & 2)
- CD player (channel 3)
- I-Pod, Laptop, or other device with a headphone jack. (channel 4)

MICROPHONE

The microphone volume level is controlled by the left-most knob on the mixer (with the yellow sticker).

CD PLAYER

The CD volume is controlled by the third knob from the left on the mixer (with the green sticker above it).

I-POD

The I-Pod volume is controlled by the fourth knob from the left (with the brown sticker on it). To use an I-Pod, simply plug your device into the I-Pod cable (known as a “mini” or “3.5 mm cable”) that is dangling off the front of the flight case.

ADJUSTING THE VOLUME: CHANNEL VOLUME VS. MASTER VOLUME

- Volume for each component [Mic 1, Mic 2, CD, iPod] is controlled by two knobs (one for the device you are using and one for the master volume) both located on the top panel of the black case (see below).
- To increase volume, turn each knob [e.g. Mic 1 and Master Volume] clockwise (preferably in unison) until you reach desired volume.

NOTE: DO NOT TURN UP VOLUME ALL OF THE WAY, OR YOU WILL RISK BLOWING THE SPEAKERS. THE MASTER VOLUME SHOULD NEVER BE TURNED HIGHER THAN THE 3:00 POSITION.

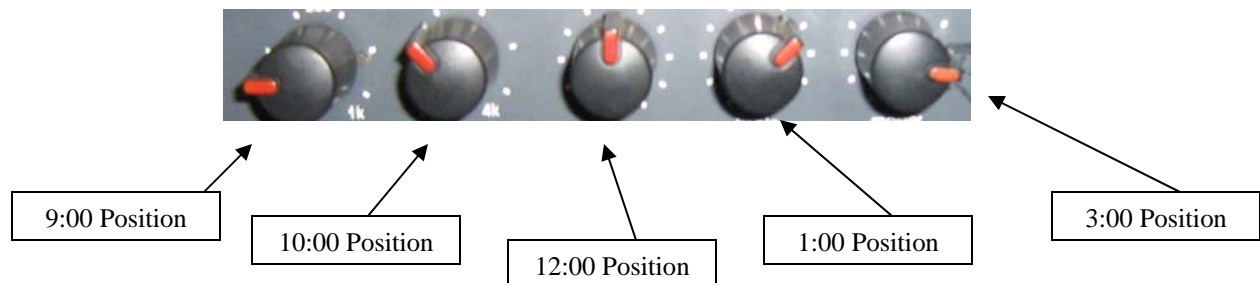
WARNINGS!

- To avoid feedback (loud, deep, ringing sound), keep the microphone pointed away from the speaker. Also, stay behind the speakers when talking (do not stand in front of them).
- Do not manipulate the Crown Amplifier settings. Both dials should be set at “21.”
- Do not pass the master volume past the 3:00 position.

TIPS FOR SUCCESS

- The channel volume for your device should never be higher than the
- You can use multiple devices at the same time. For example, you may have the I-Pod music on and you want to make an announcement. Simply turn down the I-Pod to a lower level and turn up the microphone volume. Similarly, you can use this effect to create a homemade karaoke systems. Simply balance the volume on your device (CD or I-Pod) and balance the volume of the mic.

REMEMBER THE CLOCK POSITIONS!



STUDENT ACTIVITIES PA SYSTEM #1
WHAT TO DO AFTER YOUR EVENT

1. **TURN DOWN ALL OF THE VOLUMES.** Turn down the volumes on all channels, as well as the master volume knob (turn the knobs counterclockwise).
2. **UNPLUG THE SPEAKER CABLES FROM THE SPEAKERS.** On the back of the speaker, disconnect the speaker cable. To do this, put your thumb on the silver tab on the end of the speaker cable and gently move your thumb towards you to disengage silver tab (it will only move a fraction of an inch). As you are doing this, turn the speaker cable a quarter-turn counterclockwise and then gently pull the cable out. The speaker cable should detach very easily. Do not force the cable or pull hard on it.
3. **TURN OFF THE COMPONENTS.** Follow this sequence to turn off the system. Note: Turning off the components in the wrong order can damage the system.
 - a. Turn off the Crown amplifier.
 - b. Turn off the CD player.
 - c. Turn off the master power on the top right (located under the words “ADVANTAGE ONE BIAMP” on the top right).
4. **DISCONNECT THE POWER CABLE.** Unplug the power cable from the outlet on the wall. Gently wrap the cable and stuff it in the opening on the bottom of the sound system cart.
5. **DISCONNECT THE MIC AND SPEAKER CABLES FROM THE FLIGHT CASE.** Detach the two speaker cables by using a similar motion as noted in step 2 above. Disconnect the mic cable by pressing on the silver tab located above the mic jack on the flight case. As you are pressing the silver tab, gently pull the cable out. Do not forcefully pull the cable out; doing so will risk damaging it.
6. **PUT THE MIC AWAY.** Detach the mic cable from the microphone by pressing on the silver tab of the mic cable and gently pulling the cable away from the microphone. Put the microphone in the black pouch and put the pouch in the red drawer of the black cart.
7. **ORGANIZE AND PREPARE THE CABLES FOR STORAGE.** Note: The insides of the microphone cable are very fragile. Do not wrap them around your arm/elbow like you would with a typical extension cord. Gently and neatly loop the cable back to its natural loop. Do the same with the two speaker cables.
8. **PUT THE CABLES IN THE RED DRAWER.** Put both speaker cables and the mic cable in the red drawer of the black cart.
9. **PUT THE MIC STAND AWAY.** Put the mic stand on the bottom shelf of the black cart.
10. **PUT AWAY THE SPEAKERS.** Place the two speakers on the top shelf of the black cart.
11. **CLOSE UP THE SOUND SYSTEM CASE.** Attach the front cover back onto the sound system case. Attach it using the four metal spring loaded clips.

RETURN THE SYSTEM TO LAFORTUNE STUDENT CENTER

1. Call the LaFortune Building Manager at 574-532-3744. If no answer, the LaFortune Information Desk at 631-8128
2. The Manager will tell you where to meet him/her to return the system in LaFortune.
3. If you cannot get in touch with the Building Manager, take the cart and the flight case to LaFortune and leave it outside the Information Desk.