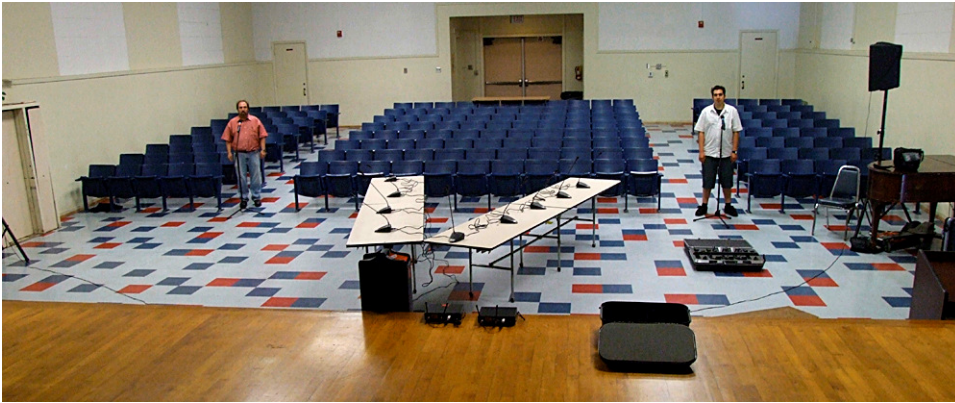


Set-Up Instructions for Mission Hills Neighborhood Council Sound System San Jose Street Elementary School Auditorium

Equipment checklist:

- Controller suitcase
- Delegate unit suitcase
- Black case containing wireless mics & accessories
- Fender PA system
- Canvas case containing mic and speaker stands

Basic Room Layout



Two tables in a wide V (wider spread than shown). Note that the two speakers on stands are located on either side of the room, just forward of the tables, so that the speakers do not project audio directly into the mics of the board members.



One speaker is just alongside the piano; and the other speaker is near one of the coves. Since each speaker cable is only 25 feet long, the final position of the speaker stands is dependent on running those cables back towards the location of the Fender amplifier.



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The two mic stands with wireless microphones can be positioned anywhere, since they are cordless. In front of both main audience aisles is a good place to start, but feel free to put them anywhere.

The Fender amplifier section, the two wireless mic receivers, and the Conference System Controller can all be located on the stage or the bleachers. An alternative would be to use a small table. There is an AC power outlet on the stage wall which is ideal for the set-up.



Inside the wireless mic case is an AC power strip and an AC extension cord (if needed). Use the AC power strip to plug in EVERYTHING, since that will reduce the chances of AC hum. There is also an AC “Y” cable that you can use for the (bulky) two power supplies from the wireless receivers.

We will go over the audio connections for this equipment later.

Keep reading.

Set-Up Instructions for Mission Hills Neighborhood Council Sound System San Jose Street Elementary School Auditorium

Setting Up the Conference System for the Board Members

Open up the two suitcases, where you will find (13) Delegate Units and (2) Chairman Units.



Note how the Delegate Units are packed in the suitcases. The gooseneck mics are held in place by the foam slots.

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The Chairman Units are marked with the letters “A” and “B” so you can spot them easily. They also have two “mic” buttons on the front instead of one. It does not matter which Chairman Unit you use (they are identical), or you can use both of them at the same time if you want to empower a co-chairman with the ability to over-ride any open microphone.



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In the Controller Suitcase, in addition to the two Chairman Units, you will also find the main Conference System Controller, AC cord, and a Controller Extension Cable (in the center storage compartment).



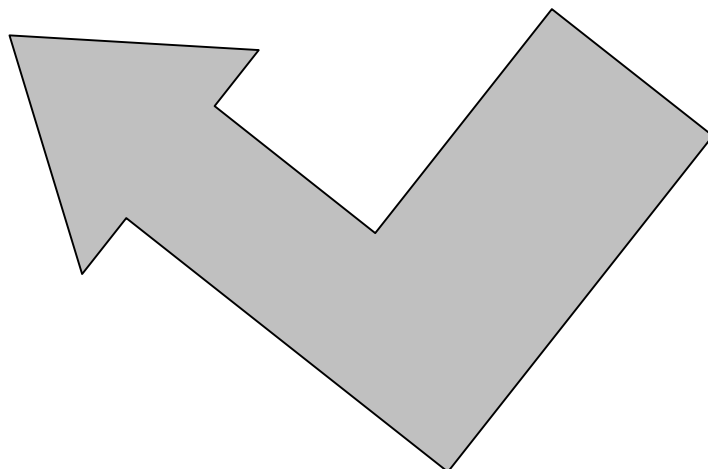
Set up the Delegate Units along the two tables. Place one of the Chairman Units at the apex, and place the other Chairman Unit wherever (or do not use it at all).



Connect each Unit to the next one in a daisy chain. Start at the far end of one table (away from the apex), and then connect the cable from each Unit to the one next to it.



Set-Up Instructions for Mission Hills Neighborhood Council Sound System San Jose Street Elementary School Auditorium



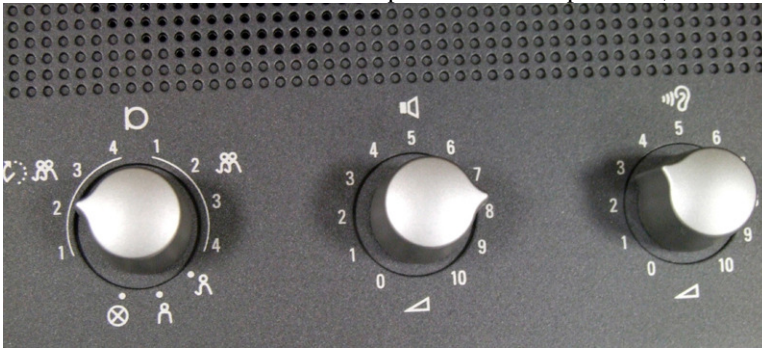
When you reach the far end of the second table (away from the apex, and closest to the audience), you will connect the last cable to the System Controller Extension Cable that you found in the foam compartment.

The other end of this cable plugs into the back of the Conference Control Unit. There are two multi-pin connectors for this cable; it does not matter which one you use. The other connector would control another string of Units, in the event that you needed two daisy chains instead of one.



Set-Up Instructions for Mission Hills Neighborhood Council Sound System San Jose Street Elementary School Auditorium

On the top of the Conference Control Unit are some knobs. Details on using the Conference System are also in the Instruction Manual excerpts that we have provided, as well as on the information disk.



The knob on the left determines the control that the Chairman Unit has over the other Delegates. The setting shown means that only two Delegate Units can have their mics open at once, and will turn off after 30 seconds of in-activity. You could set this for one, two, three, or four mics at a time.

The middle knob sets the master volume level for the small speakers in each Unit. The right knob sets the master headphone level for each Unit (such as for hearing impaired Board Members).

Setting Up the Rest of the Audio System

Connect an XLR (3-pin) mic cable from each of the two wireless receivers to the microphone input on the back of the Conference Control Unit. You will need the XLR “Y” cable since there are two wireless mics and only one mic connector on the back.



On the back of each receiver is a small knob marked AF level. This knob is how you would raise or lower the volume from each wireless mic so that they sound equal to each other, as well as close in volume to the mics of the Board Members.



Set-Up Instructions for Mission Hills Neighborhood Council Sound System San Jose Street Elementary School Auditorium



Connect the RCA cable from the back of the Conference Control Unit (marked AMP on the bottom) to the front of the Fender amplifier, marked $\frac{1}{4}$ -inch **LINE** input on MIC 1.



Connect the two speaker wires to the **SPEAKER OUTs** on the front of the Fender. The other end of the speaker wires should be plugged into the front of each speaker itself, if you have not already done so.

Set the Master Speaker Volume for the Fender around mid-way, to start off. Since the Conference Control Unit is plugged into input ONE, you would use that volume knob and controls. Keep **VIP** turned OFF. Adjust the EQ so that the bass/treble is pleasing. Keep **REVERB** turned OFF unless it is karaoke night. Sample pic on next page. Read the Fender Instruction Manual for more details.

By the way, if you haven't found it yet, the AC power cord is stored in a compartment located in the back of the amplifier unit. In that storage compartment you should also find two hand-mics with two more XLR cables, and an RCA-to-mini cable for hooking up an Ipad to the Fender.

**Set-Up Instructions for Mission Hills Neighborhood Council Sound System
San Jose Street Elementary School Auditorium**



Shown is the Fender set-up for the meeting. For a non-meeting, you could plug up to 4 mics (2 wireless plus 2 regular mics) into the system. Music CD or Ipod plugs into the RCA jacks. If the VIP knob is turned on, whenever someone makes an announcement on Mic 1, the music & other mics will automatically duck down and then return to normal volume when the person stops talking.

Set-Up Instructions for Mission Hills Neighborhood Council Sound System San Jose Street Elementary School Auditorium

Setting Up the Wireless Mics



There are two wireless mics in the system. We have marked them with an X on one, and a RED tape on the other so that you can tell them apart.

The handheld mics operate from two AA batteries. The plastic handle unscrews to access the battery compartment and the channel selector. There is a small screwdriver clipped inside.

Make sure that you keep spare AA batteries in the black case; one set of batteries will last for only a couple of meetings (or be totally dead if someone forgets to turn off the mics before packing them away!!).

We have set one wireless to Channel 1 and the other to Channel 3.



If there is interference on one of the channels, just select another channel, or use the SET SCAN feature described in the manuals for the wireless. Remember to reset the new channel on the handheld mic to match the receiver!

Relative volume for each mic is controlled by the AF knob on the back of each receiver. Refer to the complete instruction manual for the wireless for more details.

That's it. Good Luck with your new sound system.

In the event of feedback.... Try these fixes.

Make sure that the Feedback control switch on the back of the Conference Control Unit is still set to ON (the 1 position).

Make sure that the speakers are not directly projecting sound into the mics of the Board Members. Tilt the speakers away from the Board Members, and keep them positioned even with or in front of the Board.

Turn down the volume (AF level) of the wireless.