

AV INSTRUCTIONAL GUIDE

Using a Portable Public Address System

Introduction

A Public Address system, or PA system, is an electronic amplification system used to reinforce a given sound. Most PA systems include a microphone, mixer/amplifier and speakers.

Terminology

Term	Definition
Amplifier	<i>A device used to increase the output of a signal</i>
U-Bracket & Speaker stand	<i>The "U" bracket is a steel bracket for mounting the Loudspeaker/amplifier on the speaker stand. When attached to the stand the loudspeaker/amplifier can be raised and lowered to the desired height.</i>
Microphone stand	<i>A microphone stand holds a microphone providing the speaker hands free operation.</i>
Feedback	<i>A loud pitched noise generally when a microphone is placed too close to the speakers.</i>

What's in the Bag

- | | | |
|-----------------------------|----------------------|--------------|
| ✓ Loudspeaker/amplifier | ✓ Microphone & stand | ✓ Power cord |
| ✓ U-bracket & speaker stand | ✓ Remote Control | |

Care

- ✓ Avoid injury by ensuring the Loudspeaker/amplifier is properly secure on U-bracket and stand.
- ✓ Power cord and microphone cord should be routed so they are not walked on, or cause a tripping hazard.

Get familiar with these parts of the Equipment

- | | | |
|-----------------------|-------------------------------|-------------------|
| ✓ On/Off | ✓ Mic. Input | ✓ Auxiliary Input |
| ✓ Volume control | ✓ Microphone impedance switch | ✓ Flash Hot shoe |
| ✓ Bass/treble control | ✓ LED on rear of Loudspeaker | |

Basic Operation

- Step 1** Mount the loudspeaker on the U-bracket and stand and place at desired location at the front of the room. Check that the volume is down low.
- Step 2** Plug a microphone into the XLR input jack or phone jack. If using a microphone stand, place the microphone in stand.
- Step 3** Power ON for the Loudspeaker/amplifier. The LED on the rear of the loudspeaker should light.
- Step 4** Power ON the microphone.
- Step 5** Adjust the volume, bass and treble on the loudspeaker.

Operating Tips

- ✓ Bass and treble controls have little effect on voice; they are intended to be effective with music.
- ✓ Always stand behind the speaker when using the microphone.
- ✓ Plugging in the microphone before turning on the power helps reduce feedback.
- ✓ If feedback occurs, move the microphone further away from the speaker and reduce the volume

Advanced Features/instructions

- ✓ Connecting other equipment to the loudspeaker. For example a Stereo.

Troubleshooting

No sound (LED not lit)	Plug in the power cord for loudspeaker & turn On the power.
No sound (LED lit)	Check cables. Power ON microphone. Increase volume.
Remote not working	Point the remote directly at loudspeaker. IR sensor is located behind the speaker grill. Replace batteries

Training

If you would like to book a training session, please call the Audiovisual Technician at the campus nearest you to setup an appointment.

An Audiovisual Technician is available Monday – Friday 8:30 am – 4:30pm.

Cloverdale campus	(604)598-6041	Richmond campus	(604) 599-2582
Langley campus	(604)599-3209	Surrey campus	(604) 599-2216