

**Events with Audio**  
**MVCC\_EXTERN**  
**Password- TwispWA200**

**Audio Cabinet** - Is located on the left side of stage. It is locked, you will need the audio key to open it. Please see the “Audio Cabinet Inventory” for a complete list of available items. There is a lamp located in the cabinet, plug it in the outlet located on the lower right-side wall.

**Movies** - To show a movie set up a table at the foul line, then place the Yamaha mixer board and the Optoma projector on it. If using a computer or DVD player, use the HDMI cable to plug into projector. Plug projector sound into board.

Make sure everything is in the “OFF” position before proceeding. Plug Yamaha power cord into an outlet strip; plug that into an extension cord, which plugs into the outlet strip located on stage by speakers.

**To add audio capabilities to your film**- From the Yamaha board plug cable into ‘master’ outlet and run ‘mic’ cable to cable on right side of stage under speaker, connect. Once everything is set up, double check that the board controls are set at zero and power is off to board, projector etc.

Turn on power to speakers located on each side of stage. Then turn on power to board, projector etc. If using a mic simply plug mic cable into another channel on the board.

Check that everything is working. Adjust your sound levels using the individual channel controls and the master level controls. Adjust the projector to fit the image to the screen, you may need to place a book under the projector to make the image fit the screen properly. There is a book located in the audio cabinet just for this.

**Screen** - There is a pole on stage to pull down the screen. Hook pole into metal loop at bottom of screen and pull down gently. To raise it back up gently tug and raise the screen. It needs a little nudging but should go up to the top. Do not release it, as this can damage the rolling mechanism.

**Audio/Music** – For events with a music or speaking performance there are 2 monitors, mics and stands for two vocal mics and two instrumental mics. Locate the cables needed to run to the Yamaha mixer board in the audio closet. They can be easily married for longer lengths. Follow the same procedures as above when setting up. Make sure everything on board is set to zero before turning on speakers

**Mics** - There are mics, stands and cables located in the cabinet. There are two kinds of mics in the cabinet, you want to use a vocal mic - (Shure vocal mic SM58LC), not instrumental mics – (Shure instrumental mic PGA81). They are labeled.

**Shutting Off** - When done with your event, turn power off to speakers by unplugging green extension cord. Turn levels to zero on the Yamaha board, turn power switch off to projector, letting it cool, next turn off Yamaha board etc. Disconnect cables and audio equipment. Put all audio equipment back in cases or boxes that you found it in after use. Be sure to unplug the cabinet light. When everything is put away properly, be sure to lock the cabinet.

**Sync Phone to Speakers** - We are happy to help you pair your phone with the speakers ahead of time. But, if you need to do it on your own it is easy.

Connect your phone to our WI-FI code on page 1.

First, turn on the right speaker only by using power strip. There is a cord marked 'link device' attached to the back of the right speaker. Pull cord and you will hear a sound. you will now be able to pair your device to your phone via Bluetooth. Look for "Behringer".

You are now able to play music from your phone through the right speaker.

For stereo turn on the left power strip for the left speaker. Pull the right speaker cord marked 'pair speakers', a sound will chime, immediately pull left cord marked 'pair speakers' to use stereo. It takes a minute.

Remember if you have both speaker power strips turned on before you begin, you will not be able to pair your device, it confuses the signal. Also, only one phone can be connected at a time, this too confuses the signal. Other people in your party will have to turn their Bluetooth off.