

**HOW TO USE THE PA SYSTEM AND STAGE SPOT LIGHTS, AND
PLAY MUSIC THROUGH THE SPEAKERS**
**DO NOT USE THE PA SYSTEM OR STAGE LIGHTS WITHOUT
READING THIS FIRST!**

WHERE ARE THE CONTROLS?

The controls for the PA system and stage lights, and all the microphones, are behind the stage curtain just up the steps to the side of the stage.

There are two boxes on the wall – you should NOT need to use or open the upper PA box. This is for management use only. For reference, the key to this box is in the key cabinet in the kitchen (the key to this key cabinet is in a black film canister in the top drawer beneath the water boiler in the kitchen). This key has a blue tag and is labelled “Upper PA box”. The sound controls for the three microphones are – no 2 (lapel mike); no 5 (lead mike) and no 1 (remote mike).

PA SYSTEM

There are three microphones, two of which are in the lower PA Box. The key to this lower box is in the key cabinet in the kitchen and has a red tag and is labelled “Lower PA box”. The two mikes in here are the lapel one and the remote one. The third mike is one with a long lead and is in a cardboard box on top of the Upper PA box. The jack plug on this should be carefully pushed into the lead hanging out of the Upper PA box and is marked by some white masking tape at the end. IT IS ADVISED THAT YOU SHOULD USE THE MIKE WITH THE LEAD IF YOU WANT TO USE IT IN FRONT OF THE STAGE – THE OTHER MIKES SOMETIMES CUT OUT IF USED IN THAT POSITION To operate the PA system – ensure all socket switches are ON at the floor level and by the lower PA box. The white lead hanging down the side of the PA control boxes to the floor should be plugged in to the socket near the floor behind the stage curtain and switched on. Take whichever mike you need and turn it on. The volumes have been pre-set and should not need adjusting. After use ALWAYS TURN THE MIKE OFF! Otherwise the battery goes low! Then turn off the switch by the floor and return the mike to where you got it. If the mike doesn't work it may be that the battery is worn out – there should be spare batteries in the top drawer in the kitchen beneath the water boiler.

STAGE LIGHTS

To operate the stage spot lights, take out the light control unit from the lower PA box. Careful – it is plugged in! Ensure all the socket switches are ON at the floor level and by the Lower PA box. You can operate the lights by using the various sliding control knobs on the light control unit. As with the PA system, the white lead should be plugged in and switched on (switch it off after use!)

PLAYING MUSIC

To link your music system, eg CD player, into the PA system locate the lead with a jack plug hanging down from the PA box (NOT the one with white masking tape on it) and plug this into your system (output/earphone socket). Plug in and turn on the

white lead (turn it off after use!). Ensure all other socket switches are ON at floor level and by the Lower PA box.

AFTER USING ANY OF THE ABOVE – TURN OFF ALL SWITCHES AND RETURN KEY TO KEY CABINET