



# Connecting a device to the PA system to play audio

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Use this guide to understand how to connect your device to the PA system when connecting to the projector. Please note: this could also be achieved with bluetooth.

**Level:** Intermediate

## Step 1: Power on the PA system

Turn on the two plugs, plugged into the socket in the wing of the stage (under wooden cabinet).

On the rack mixer at the left of the stage, ensure the power toggle is locked in, and the green light is **ON**.

## Step 2: Plug in your device

Using either an AUX cable or a stereo 1/4 cable, connect your device to the stage-side rack mixer.

## Step 3: Set Channel Volume

Using the dial located above the socket you have connected to on the mixer, turn it until the white line is facing upwards (12:00).

Twist the dial labelled **Master Level & VU** located in the top right hand corner of the mixer until the desired volume level is reached. Ensure to play sound through the device as you turn this up to prevent sudden noises.

**Please remember to switch off the system using both plugs beneath the wooden cabinet when you are finished. Please also disconnect the cable from the rack and set dials back to 0.**

## ▼ Need more detail?

### Step 1: Power on the PA system

Locate the cabinet in the right-hand side wing of the stage, indicated in the image.



Beneath this cabinet, there is a socket with two plugs. Ensure both of these plugs are switched **ON**.

On the rack mixer at the left of the stage, ensure the power toggle is locked in, and the green light is **ON**. This is shown in the top right corner of the image below.



### Step 2: Plug in your device

Using your own cable, connect your device to the stage-side rack mixer. This can either be an aux (headphone) cable into the top left corner of the mixer, or a stereo 1/4 cable into the two sockets with red latches.

### Step 3: Set Channel Volume

Depending on the channel you have connected to, turn the dial above/aside it until the white line is facing upwards (12:00).

Twist the dial labelled **Master Level & VU** located in the top right hand corner of the mixer until the desired volume level is reached. Ensure to play sound through the device as you turn this up to prevent sudden noises.

## Something not working? Use these checklists...

- ▼ ❌ Device is connected but no sound is coming through the PA system
  - Ensure the both plugs beneath the wooden cabinet are switched **ON**
  - Ensure the stage-side rack mixer is switched **ON** and that the green light next to its power toggle is **ON**
  - Ensure both ends of the cable connecting the device are fully pushed in
  - Ensure your device's volume level is set to maximum and has identified the correct output (external headphones/headphone jack)
  - Ensure the volume dial for the input (above/aside the socket on the mixer) and that for the master control (near the power toggle on the mixer) are both turned up

If these checks do not solve the problem, check if there is audible static noise through the PA system or feedback, as explained below.

- ▼ ❌ There is audible static noise through the PA system
  - Remove built-up charge from the system by powering off the plug labelled **PA System** and waiting 5-10 minutes before powering on again
  - Ensure both ends of the cable connecting the device are fully inserted
  - Ensure the cable is not twisted, knotted or stretched
  - Ensure no other inputs on the stage-side mixer are turned up

- ▼ ❌ There is feedback (sustained/increasing, low/mid-pitch rumble through the PA system) upon turning it on or while speaking
  - Ensure there are no microphones powered on in the hall unless these have been setup in accordance with the guide
  - Ensure the black, stage microphones hanging above the curtain onstage are facing **away** from the hall
  - Power off the system using the plug labelled **PA System**, wait 2 minutes, and power it back on again
  - Ensure there is no call/recording app open on your device which is picking up noise from your device microphone
- ▼ ❌ The audio is crackling/patchy when being used through the system
  - Ensure this is not coming from your device (disconnect from the system and check if this solves the problem - if it does it may be due to the specific media being played or the cable so, after reconnecting, try playing a different track or using a different cable)
  - Ensure both ends of the cable are **fully** inserted, and it is not twisted, knotted or stretched
  - Lower the volume level of your device and/or the rack mixer slightly - if this fixes the problem, don't try to turn it up any further again
  - Ensure any other channels on the rack mixer are set to 0

If these checklists do not solve the problem, power off both plugs beneath the cabinet, and contact your Memorial Hall booking representative.

