

# Using the Victory Hall PA system

Amended February 2023

**Equipment is kept without batteries inserted to avoid corrosion**

**The one key supplied operates all the padlocks. When you lock them again, you need to keep the key in the padlock in order to lock it. The unit MUST be kept locked when not in use**

The system comprises:

- Receiver units: these are located in the wall mounted cupboard above the black box. One operates the hand held mics and the other the belt pack mics.
- In the black box:
  - The CD player at the top
  - The amplifier in the middle
  - A drawer at the bottom containing:
    - 2 hand held mikes
    - 2 lapel mikes
    - 1 head band mike
    - 2 belt packs
    - Spare batteries
    - Box with USB-C, USB and lightning adaptors to connect to external devices**

- The six speakers are wall mounted around the main hall

1. Facing the door through to the hall, you'll see a double socket to the left of the door and beneath the light switch. The unit plug is marked, plug into the double socket and press the marked reset button on the plug.
2. Turn the amplifier on at the switch on right of the front panel (marked 'Power')
3. Turn the CD player on at the switch on the left of the front panel (marked 'Power')
4. Turn the radio receiver units on with the switches on the front
  - a. There are two volume controls on each unit these can be turned clockwise to full unless one is louder than the other in which case turn the loudest one down to balance.
  - b. The left hand of each unit has some red tape on it this matches the microphone/belt pack with red tape.
  - c. The units are marked Handheld and Belt pack so only turn on the one you want to use
2. The master volume controls the overall sound level of the system do not put to full about  $\frac{1}{2}$  to  $\frac{3}{4}$  is plenty.
3. Input 1 is the handheld microphones.
4. Input 2 is the belt packs.
5. Input 3 - works volume of wall speakers with external devices attached
6. Input 4 - works volume of wall speakers with external devices attached
7. CD is on AUX be aware the CD player is a lot louder than the microphones.
8. If you want to play music, insert a CD, press play and turn the control marked 'AUX' up slowly.
9. To talk, make sure you push the switch up on the microphone. The red light will flash but doesn't stay on.
10. Talk clearly into the microphone and slowly turn up the relevant input (clockwise) i.e. 1 for the handhelds until a comfortable sound level is reached.

**To connect external devices - there's a cable on the outside and placed on top of the PA system box. This is the cable to connect your device to the unit. Use the relevant adaptor (we have a choice of USB, USB-C or lightning adaptors), stored in a marked plastic box in the drawer of the unit. Once connected, input 3 and input 4 volume dials on the front of the unit control the speaker volume. After use place the adaptor back in the box.**

Packing up - Switch amplifier off. Turn all volumes down. Eject CD if used and switch off CD player and receiver units. Switch off microphone if used. Remove any batteries. Switch off unit and unplug from wall. Replace front of case and lock