



South Brent Old School Community Centre

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INSTRUCTIONS FOR PORTABLE PA (When used with a laptop for Films, Presentations or Music)

Terms of hiring

The charge for hiring is £5 per booking of less than one day. If you need it for more than one day the hire charge is £5 per day.

A refundable deposit of £25 will apply - subject to the PA being returned in the same condition and with all leads supplied to you with the PA returned to the Manager.

The PA and other equipment/leads is to be used inside the Centre building only.

Please make sure you have switched everything off on the PA before returning to the Manager

PLEASE MAKE SURE YOU HAVE RETURNED ALL THE EQUIPMENT AND LEADS TO THE MANAGER AFTER USE OR YOU MAY LOSE ALL OR PART OF YOUR DEPOSIT.

THANK YOU.

Powering UP



Plug in adapter and connect to mains (1).

Press in "Power on" button (2).

Light (3) will be green, light (4) will be orange if battery is charging and green if battery is fully charged. Once fully charged the battery should last for up to 8 hours without needing to be plugged in to mains electricity.

If you want to charge the battery when the PA is not being used then turn button (2) to the OFF position and keep the plug in adapter (1) fixed to mains.

Please ONLY use the adapter supplied with the PA (as shown on the right)



After using the PA system

Please make sure you have switched everything off on the PA before returning to the Manager



PLEASE MAKE SURE YOU HAVE RETURNED ALL THE EQUIPMENT AND LEADS TO THE MANAGER AFTER USE OR YOU MAY LOSE ALL OR PART OF YOUR DEPOSIT.

Thank You.

USING PA WITH A LAPTOP

When used with a laptop for Films, Presentations, Background Music or for Party Music etc.

As well as the PA unit and adapter you have been supplied with the following items:

<p>A) One cable with 3.5mm jacks at each end (additional cable available on request)</p>		
<p>B) One microphone to 3.5mm jack connector</p>		

How to set up and use for films or music from your laptop

- Do NOT use the “IPOD/MP3 Input” socket (5) on the rear of the PA as the music will be at a volume suitable for background music only.
- You will need to use either the “MIC1” or “MIC2” (6) socket to plug in your smartphone or MP3 player for louder music.
- Plug one end of the 3.5mm jack lead (see “A” above) into the “MIC 1” or “MIC2” socket.
- Plug the other end of the 3.5mm jack lead into your laptop headphone socket.
- Ignore “ON/OFF” button (7).
- Ignore “VHF WIRELESS MICROPHONES” ON/OFF button (8).
- Ignore “VHF WIRELESS MICROPHONES” ON/OFF button (8). (It doesn't matter if it's on or off).
- The “VOLUME” control (9) is **NOT** used to control the volume.
- To adjust the Volume (Mic Vol), Echo, Treble and Bass levels of your music use the controls in (10) **only**.
- You can also control volume from your laptop in the software you are using to play music.

