

Wedding Reception Party PA System

Set Up and User Guide



Sydney · Blue Mountains
Illawarra · Shoalhaven

Ph: 0410 86 86 12

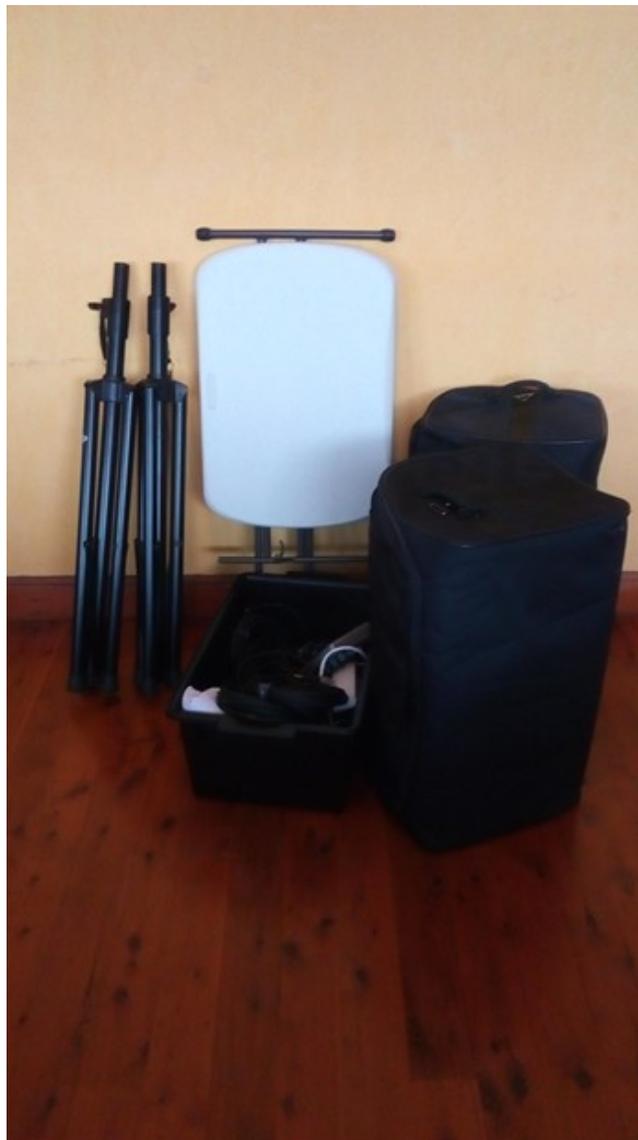
www.pandapahire.com.au

Thank you for hiring a Panda PA!

Even if you've never set up a PA in your life, if you follow this guide you should have a great sounding PA set up, and will earn yourself some bragging rights from your guests!

If you get stuck at all, please call us on 0410 86 86 12 and we will walk you through whatever you need help with.

First up, check that you have the following gear. If you hired lights, you should also have a large, long flat zip up case and a lighting stand. If you hired a sub, that should also be there.



Locate a power outlet close to where you want to set up the gear, but do not turn the power on. Plug in the yellow extension lead, run it to where you will be setting up the gear, then connect one of the 6 point power boards. Be mindful of where people will be walking when choosing where to lay the extension lead – you are responsible for their safety.



Loosen the screw knob on one of the legs, then pull one of its legs outwards while holding the top of the stand for stability.



Continue to open the stand until the legs are a minimum of 80cm apart, then tighten the screw knob that you loosened until it feels snug, then stop.



Loosen the top screw knob, then pull the tubing up - you'll see holes in the tubing. Pull the tubing up until you reach the desired height, but no more than five holes up, then insert the pin (attached to the screw knob) into the lowest tubing hole that you can now see. Insert it all the way through and out of it's opposite hole, then push the tubing gently down until the pin is resting on the tubing casing.

Your stand is now set up. Place it next to the power board. Set up your second stand, and move it to where you want the other speaker to be.

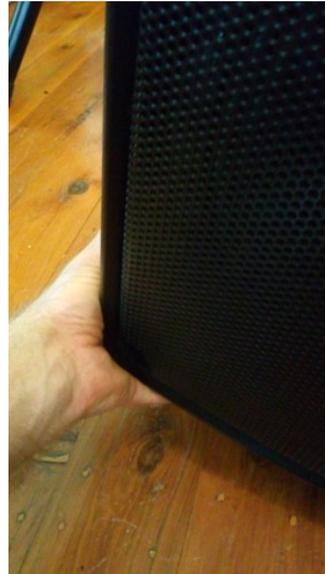


Remove your speakers from their bags, and stand them, on their bases, next to their speaker stands.

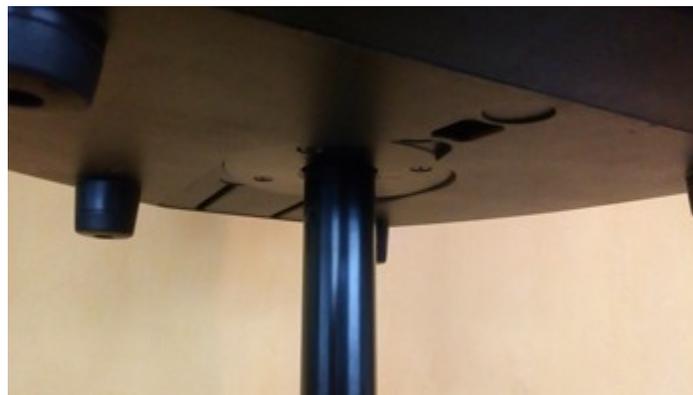


You are now going to lift the speaker onto its stand. The speakers are heavy (approx 18kg), so its best that two people do this. However, if you are by yourself and can handle the weight, here's the best way to do it (note: please be careful and move slowly - we take no responsibility for any injuries that you may experience from this).

Face the speaker's front grill towards you and crouch down. Take the right handle in your right hand, and rock it towards the right so that the left lifts a little off the ground, then slip your left hand under the left hand corner of the speaker.



Now slowly lift the speaker up along your body, keeping it close to you. Once you get it to the height of your speaker stand, slowly move your left hand underneath the speaker until you find the hole for the speaker stand, then slowly guide the speaker onto the stand.

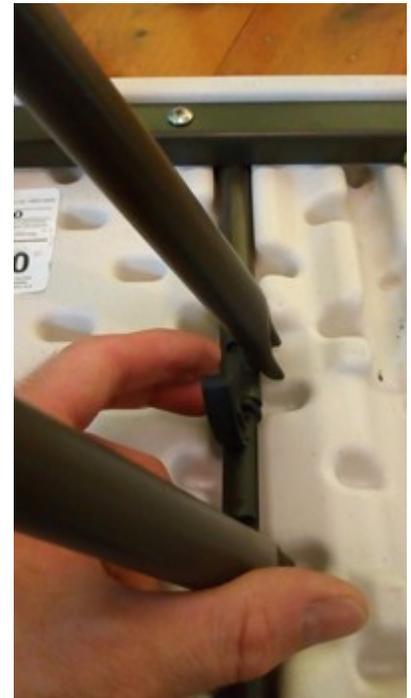
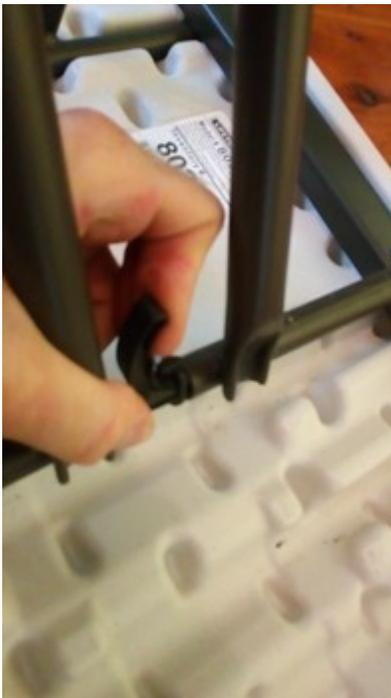


Now set up your second speaker using the same process.

Turn the table upside down, and pull the legs out of the slots.



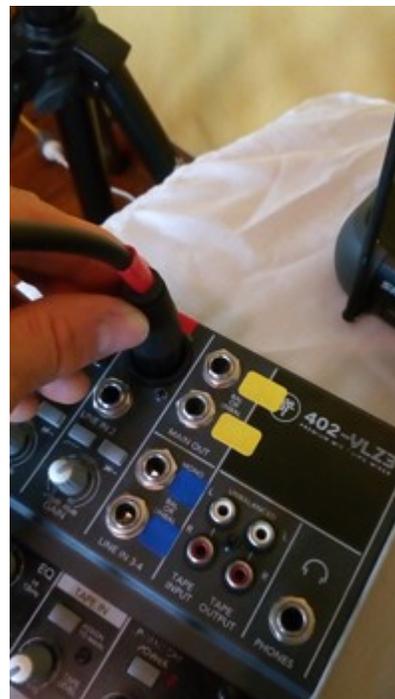
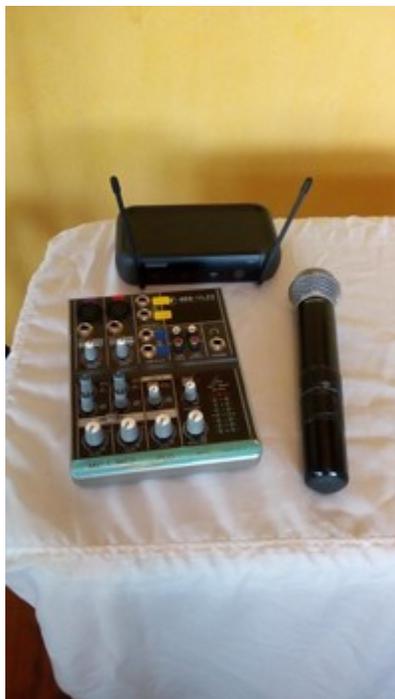
Pull the legs up into an 'X', and find the trigger. Move the leg to line up with one of the three grooves in the table – close to the center means the table will be higher – then pull the trigger to retract the part of the leg that will slot into the table. Push the leg into the groove, then release the trigger so the leg extends into the table.



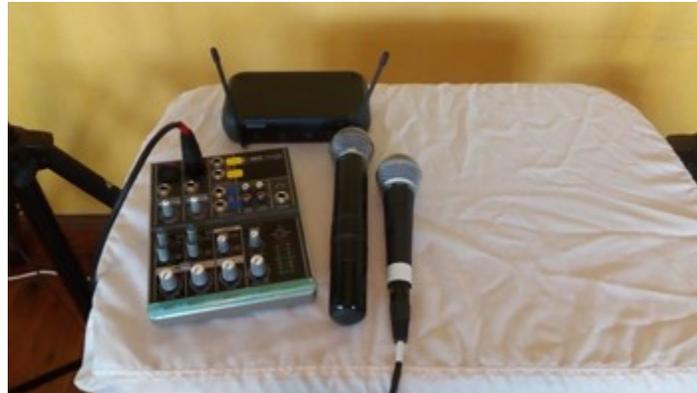
Turn the table over, fit the white cloth, and place it next to the power board.



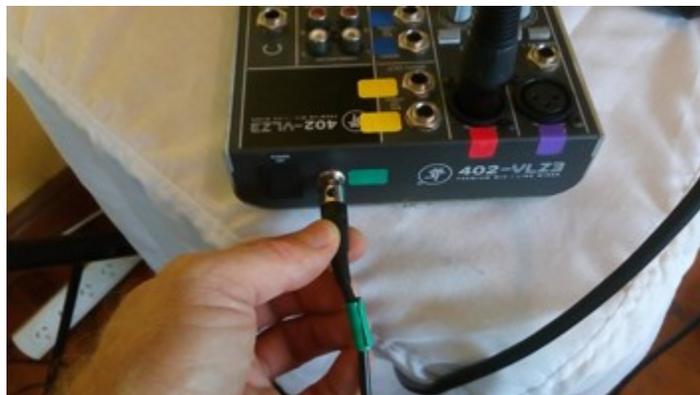
Remove the cordless mic & receiver from the cordless mic case, and place them along with the mixer on the left side of the table. Then find the lead with red tape on one end, white on the other. Plug the red end into the red marked socket at the top of the mixer, pushing it down until it stops.



Open the black zip up bag, remove the smaller mic, and plug the white end of the lead into it until you feel a click. Place the mic on the table.



Find the power pack with 402-VLZ3 written on the side of it, & plug the green end of its lead into the back of the mixer until you feel a click. Plug the other end into the power board. Turn the mixer on.



Find the two speaker leads – they have yellow tape on one end and orange on the other. Plug the yellow end of one of them into one of the yellow marked sockets on the mixer (either one will do).



Run the orange end of the lead out to the speaker that is the farthest away from the table. If you run out of lead, attached the 'speaker extension' lead to the orange end of the speaker lead, otherwise go to the next step.



Snake the orange end of the lead (or the end of the speaker extension lead if you attached it) up and around the speaker stand a couple of times to keep so that it doesn't dangle and look unprofessional. Then insert it into the orange marked socket in the speaker until you feel a click. Next, ensure that the volume knob is turned all the way anticlockwise so it looks like it does here.



Now find one of the 10m black power extension leads, plug it into the power board, and run it to the speaker that's the farthest away from the table. Attached the other 6 point power board to the end of this lead. Then find one of the jug kettle type power leads, and plug it into the speaker's power input socket, then plug the other end into the power board you just set up.



Now plug the second speaker cable into the mixer, and into the back of the second speaker like you did the first one.



Find the small lead with gold tape on one end and purple on the other. Plug the purple end into the purple marked socket at the top of the mixer, and the gold end into the back of the cordless mic receiver.



Take the cordless mic power pack, and plug the black dotted tape end into the back of the cordless mic receiver. Now plug the thin two-point power lead marked 'Cordless mic power pack' into the other end of the power pack, ensuring it fits snugly, and plug the other end of this lead into the 6 point power board by the table.

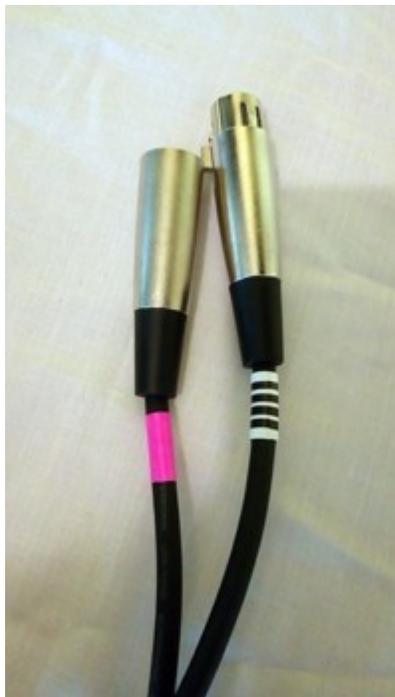


If you're using the sub, read this page, otherwise skip to the next page.

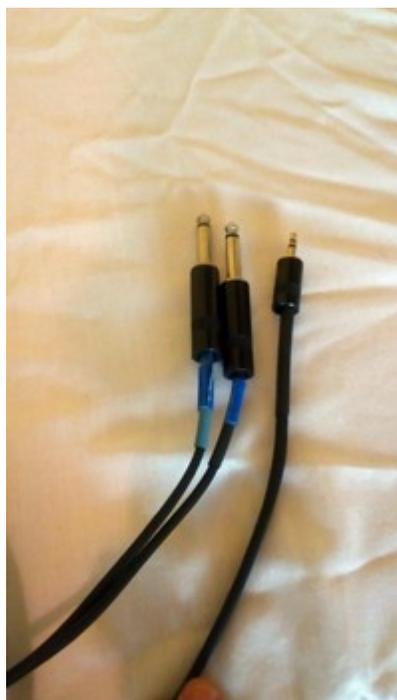
Look on the 'flat/boost' button on the back of each speaker. Make sure this button is in the out position (push it in to change it).



Place your sub near the farthest speaker from the table. Find the lead with pink tape on one end and black and white stripes on the other. Plug the black and white end into the speaker on the stand, and the pink end into the pink marked socket on the sub. Make sure all the buttons are in the out position, and the volume is turned down.



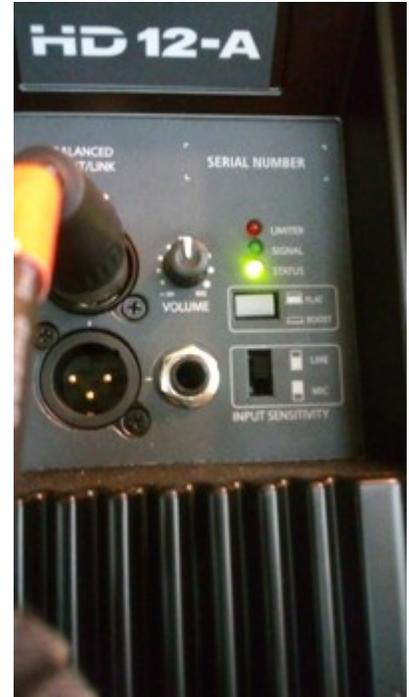
Find the media device cable – it has blue tape on two of its leads. Plug the two blue ends into the blue marked sockets on the mixer, and the other end into your media device eg iPhone, laptop, iPod. If your device doesn't have 3.5mm earphone socket on it, use one of the two adapters in the clear plastic bag. Note – if connecting your phone, it's best to remove any protective casing off it, as that can prevent the plug from fitting in correctly.



Make sure the mixer settings are like below. All buttons should be in the up position, except the left buttons up the top of the two microphone channels – they should be down.



Turn on each of the speakers, then plug a jug cord cable into the sub and the other end into the 6 point power board. Turn both of the speaker volumes up to halfway. We'll adjust the sub volume shortly.



Choose a song on your music playing device, and make sure your device's volume is set to maximum. Turn up the mixer's Main Mix channel knob up about halfway. Now slowly turn up the bottom volume knob on the channel marked iPod until you start to hear something, and keep going until the music is roughly at the maximum level you think you will need for the night (don't worry if there isn't much oomph in the sound – we'll fix this in a second!).

Now slowly turn up the volume on the sub until you have a nice balance of bass. You may need to go back and forth adjusting the volume between the speakers and sub. Once you have a nice tonal balance, use the iPod channel volume on the mixer to boost or lower the overall music volume to taste, not turning it up more than the 3 o'clock position. If it's still too quiet, turn the mixer's Main Mix channel knob up, but not higher than the 3 o'clock position. If the music is still too quiet, then turn the volume up on each of the speakers and sub. Be respectful of your neighbours – remember that you are responsible for any noise control charges laid.



Now pick up the corded mic (the mic with white tape on it). If it has a switch, make sure it's in the 'ON' position. While speaking into the mic, slowly turn up the Mic2 channel's volume. If you hear feedback (a loud unpleasant tone), back off the volume until it goes away.



Once you have enough mic volume for the event, take note of the level, then turn the Mic 2 channel's volume all the way down, or if your mic has a switch, simply switch it off.

Now pick up the cordless mic and hold the power button in for about a second – it should turn green.



Slowly turn the bottom volume knob up on the Mic1 channel, and test for feedback and adequate volume like you did the first mic.

If you encounter weird sounds, it may be that the mic is picking up interference from somewhere. You can fix this by changing the channel – press and release the Channel button on the receiver. When the display stops flickering and displays a number, open and remove the mic's battery compartment (hold the top of the mic and turn it's bottom casing anticlockwise). Point the bottom of the mic at the receiver, and press and hold the receiver's round Sync button until the red light stops flashing on the receiver. Once this the Ready button turns on, you're good to go. Test the mic again. If there's still interference, the area you are in may be particularly prone to this problem. Turn the cordless mic off and use the corded mic for speeches instead. Please read on...

Once it sounds good, take note of the level, turn it all the way down, then switch the mic off by holding the power button in for 2-3 seconds.

The batteries in the mic should last for at least 5-6 hours of continuous use, but it's best to turn the mic off when not using it. If you run out of juice, there are spare batteries in the cordless mic kit case. Please be sure to return both sets of batteries with your hire, otherwise there will be an extra charge to cover them.

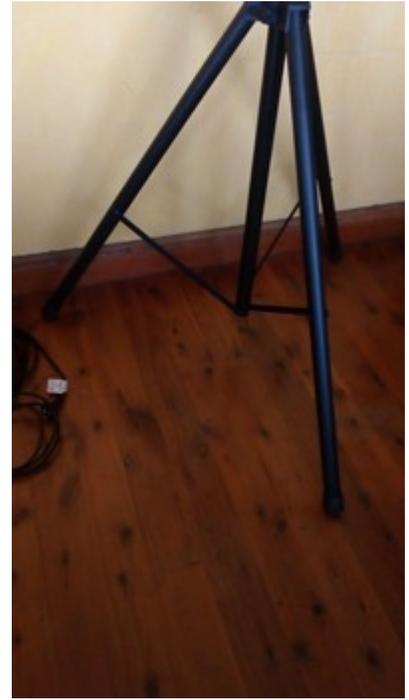
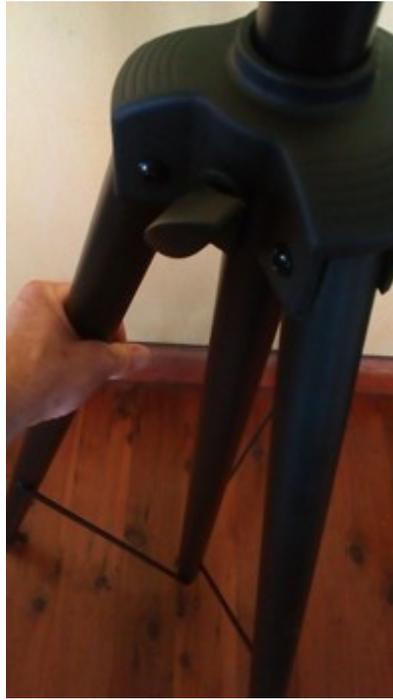
If you didn't any hire lights, then simply tidy up your cables making sure that they do not cause a walking hazard, and if they do, tape them down or cover them with mats.

If hired lights, please read on...

Get following gear ready (if you've already set up the PA, you'll already have the yellow extension and power board set up – just add the 5m back extension lead and one of the jug kettle leads).



Loosen the lower screw knob on the lighting stand. Then, while holding the top of the stand in your right hand, use your left hand to pull the stand open. Once the legs are about a metre apart, tighten the lower screw knob until it's snug, but please do not over tighten it. Then loosen the top screw knob.



Open the GigBar2 bag, remove the lights and sit them on top of the stand. Tighten the screw knob until it's snug, but please do not over tighten it.



Adjust the up/down angle of the first light so that it's pointing roughly 45 degrees downwards, and tighten the screw knobs on the sides. Adjust the left/right angle of the light, and once you have it where you want it, tighten then screw knob that attached the light to the stand's bar. Do this for each of the lights.



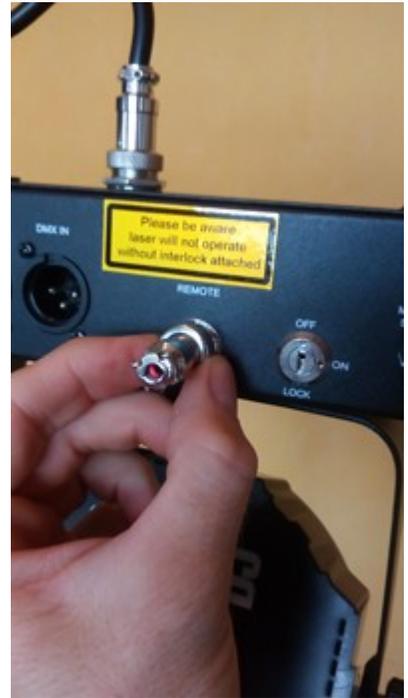
International laser safety regulations require that laser products must be operated with a minimum of 3 metres of vertical separation between the floor and the lowest laser light. To comply, simply loosen the screw knob on the laser, point the lens upwards at least 45 degrees, then tighten the screw knob. NEVER aim the laser down toward the dance floor. Eye injuries can occur.



Open the front pocket on the Gigbar 2 bag, and remove the remote, remove receiver and locking keys. Put them somewhere that you will remember to find them.



Insert the remote receiver into the socket labeled 'Remote' at the back of the lighting bar. Once it's in, lightly tighten its screw base.



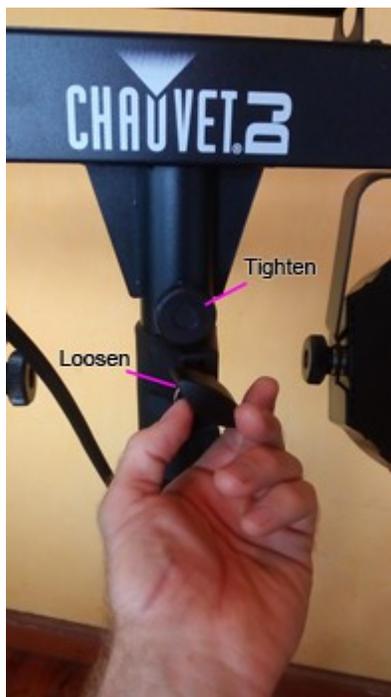
Now take either locking key and insert it into the keyhole labeled 'lock'. Gently turn it to the 'ON' position. If it won't turn, gently jiggle it until it does – but don't force it.



Attach one of the jug kettle cords to the 5m black extension power lead. Snake it around the stand once, then up into the lighting bar's power input.



Tighten the screw knob that attaches the bar to the stand, and double check that the top screw knob on the stand is loose.

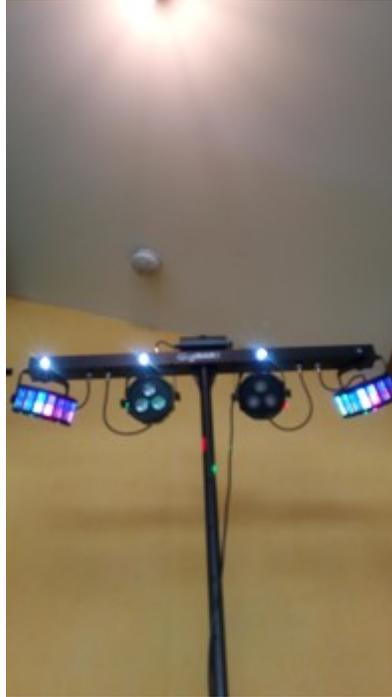


Slowly lift the lighting bar up – it should pull up the stand’s inner tubing. If the bar comes off the tubing, put it back on and tighten the upper screw knob from the last step.

Once you get the lighting bar to the height you want (we recommend no more than 5 locking pin holes high), insert the attached locking into then out of the locking pin holes in the tubing. Let the tubing weight push the pin down onto the stand.



Plug the power lead into the 6 point power board. You should hear the light stand make some noise, and the lights should start shining within a few seconds.



Use the remote to set the lighting show you want. We suggest you start off by hitting the Auto button, then go through and hit the numbers 1-9 to find a show you like. If you hit the Sound button, the lights then react to sound – again, hit the numbers 1-9 to find a show you like (there’s a mic sensitivity control on the back of the lighting bar if the lights aren’t responding to your music). Hit Blackout to stop all the lights, the hit it again restart the show.

If you get stuck, feel free to call us on 0410 86 86 12 and we will help you. Alternatively, the manual is in the front pocket of the lighting bag.



Remember when packing down to remove the remote receiver and keys from the back of the lighting bar, and return them along with the remote control into the front pocket of the lighting bag – thanks!



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