

Theater Operating Instructions

These instructions are meant to help you troubleshoot and understand what you are looking at

Start Up

1. Unlock side door (**DOUBLE DOOR** near back right of theater)
2. Turn on backstage light to the right of the door when entering, **turn off after Step 3.**
3. Locate the SFPS board on left hand wall next to the piano. Hit the **SYSTEM POWER** button near top right of panel.
 - Lights and Sound should turn on within 1 minute. Please be patient.
4. Unlock center console in seating area and open main door and bottom right door
5. **ALL CONTROLS ARE ON SOUND BOARD**
6. Go to the **soundboard operations** slide for basic instruction on use of equipment
7. Go to **projection operations** slide for basic instruction on use of projector

Basic Light Operation

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*Please **do not touch** any of the light buttons on the **white panels** anywhere (this will override your ability to utilize the light board effectively)*

- All of the lights should come on after you press the **SYSTEM POWER** Button that was mentioned in the previous slide.
- If the lights do not come on and you feel you have attempted this and it still fails, please call the Outdoor Rec 963-1732
- The grey board in the center is the light board. If it is not on, then please call the Outdoor Rec.
- If everything is flashing please locate the CLEAR button near bottom right of board. Hit that button 4 times. Then locate the Red MEMS button above the CLEAR button and press it. Then locate channel 9, 10,11,12 and drag the black fader all the way down and then back up **slowly** to the top. Then locate channel 13 and 14 and drag the black fader all the way down then back up slowly to the top.

Soundboard Operation

- Sound board is located to the left in the center console.
- When using any sound equipment please remember the order of how to hear sound
 - Ensure the fader is all the way down on the channel
 - Unmute the channel
 - Slowly raise the fader until desired sound is heard
 - If weird noises come up (echoing/screeching, ect) then **lower the volume** and/or hit the mute button to stop all signals
- There are two microphone body packs, they are labeled mic 1 and mic 2. These correspond to CH1 and CH2.
- Mute buttons are located across the entire board atop each channel. When the light is red the channel is muted. When the button is not lit, then the channel is unmuted.
- **If the master strip is muted then no sound will be available.** (located near right side of board)
- Ensure the master volume is always set to 0 and adjust other volumes with the respective faders.

Soundboard Operation Continued

- When operating off of a phone (aux cord) or computer (VGA, DVI, display port, or HDMI) you will need to select the **layers** button to control the volume and mute functions.
 - Please make sure that the volume on your device is set to the max and *then* control the volumes from the board.
 - The aux cord is named ST3 which is the 3rd channel to the left on the layers line.
 - All computer hook ups sync into the control system on the bottom right panel. The volume is controlled via the ST1 channel 1st from the left on layers line.
 - VGA (PC1) does not carry sound so if using a VGA (PC1) connection you will need to hook up the audio jack to your headphone port
 - DVI and display port are on the same line, unplug the adapter to use DVI
 - HDMI is what we are all used to now, please remember that you will need to go to settings to ensure your computer is set up for use of HDMI
 - Please check [projector operation](#) slide for further info
- If the sound board is **NOT ON** please do as follows
 - Did you press the **SYSTEM POWER** button?
 - If you did and the grey board to the right is not illuminated, press it again. If the grey board is illuminated you will need to press the power button on the sound board. It is located to the left on the back side of the sound board. There is a power cable and a little button next to it, that is the power button. If this does not resolve the issue call the outdoor rec.

Projection Operation

- Locate the remote that says NEC at the bottom. Stand up and point remote towards the projector. Really stand up tall on your toes and aim for the projector bulb which is near the back of the theater. Press the ‘ON’ button once or twice and **wait**. It is important to hold the remote as **high as possible to ensure the IR signal is received**. The projector takes about **5 minutes** to power on fully so **BE PATIENT**. If you feel that your efforts did not work, repeat this process.
- The only buttons you’ll need to use on this remote are power buttons.
- If you notice that there is a square in the middle of the screen. Make sure the backstage lights are off.
- If you get a blue or black screen with error code on the projector after plugging in your computer, please call the outdoor rec.
- If you receive a “check tx’s input signal” call outdoor rec immediately
- The bottom right door will allow you to switch between video sources. The red light below the labeled input sources must be red for it to show that source.

Please refer to **Sound Operation** slide on making the sound work for inputs

- o **PLEASE DO NOT TOUCH THE MOVIE BUTTON OR MOVIE PLAYER**
- o HDMI 2 button will allow you to hook the HDMI 2 cord on the desk to your device. Please ensure that HDMI 2 is selected in the right panel
- o DVI button runs both DVI and Display Port. Please ensure that DVI is selected in the right panel
- o PC1 button will run the VGA cord. Since VGA does not send sound there is a small 3.5mm jack attached to the VGA end. Please plug this into your headphone jack.

Shut Down

1. Please ensure all channels are muted and volume is turned down **EXCEPT** (Master channel) (Mix 1 on the layers line)
2. Close center console panel and side panel
3. Lock console with key
4. Locate the SFPS board on left hand wall next to the piano. Hit the **SYSTEM POWER** button near top right of panel.
5. Ensure backstage light to left of double doors is off
6. Lock all doors that were unlocked

**Call the Outdoor Recreation Center if you have any questions
during business hours (0900-1700)**

963-1732