

Technology Manual

including Behringer Europort EPS500MP3 Sound System



I. Sound System

Tech devices are stored under the bar in the Event Room. If any of these parts are missing, please report it to Nexus@nexusimpact.org so you will not be charged for the missing parts.

CHECKLIST (use for assembly and returning all parts when done)

1. Sound Board



7. iPhone adapter



2. XM1800s Wired Microphone (Tech Bag)



3. Two Wireless Mics & receiver (Tech Bag)



4. Lavalier Mic & Receiver (Tech Bag)



Unplug iPhone adapter to plug sound cable into computer for videos on tv.

5. Clicker for slides (Tech Bag)



6. Projector - under bar



When finished:

- Turn off all devices and receivers used.
- Return all tech to the tech bag where found.
- Make sure the soundboard is turned off.
- Make sure the projector is turned off.

A. Sound Board

1. The female end of the power cable on the bottom of the Audio Console should be plugged in and then plugged into an outlet.
2. Switch the on button and lights should appear. If not, the outlet has an insufficient amount of power, or the cord is not plugged in fully.
3. The speaker cables should be plugged into the top left corner of the audio console under the words "MAIN" and in the "L" and "R" side.
4. Music from phone or sound from computer video running on tv: The white adapter labeled "iphone" can plug into your phone to play music, or you can remove the adapter and plug cable into your computer to run sound from videos



B. Microphones

Nexus has 4 microphones:

1. Corded Microphone
 - a. Attach the female end of the Microphone Cable to the Microphone. Insert the male end into the category with the "2" marked on the top of the console.
 - b. At the bottom of this category, turn the level all the way down (to the left).
 - c. Turn the microphone on with the knob on the microphone itself. Say the words "testing" over and over into the microphone and slowly turn up the level of the microphone until it reaches a comfortable level
2. Lavalier Mic - The lavalier has 3 components to assemble and function:
 - a. Slide the headset piece in the headset if not already in.
 - b. Headset: Switch button to "on" (side of headset).
 - c. Plug in headset receiver to the soundboard.
 - d. Headset Receiver: Switch button to "on" (top of headset receiver).
 - e. Please turn off both headset and receiver when done using.
2. Two Wireless Mics – The wireless mics have a receiver to function:
 - a. Plug in mic receiver to the soundboard.
 - b. Turn on mics.
 - c. Please turn off when done using.



NO SOUND? If all the steps are followed and no sound is coming out, verify the speaker cables are plugged in securely to the backs of the speaker and that "main" volume level and volume level for any ports with mics and other equipment plugged in (i.e., 1, 2, 3, 4, 5/6 or 7/8) are turned up.

C. Console Tutorial

The only items that ever need to be adjusted on the console should be the level, treble, and bass knobs.

1. Adjusting the level adjusts the volume of that area of audio (ex: adjusting the microphone 2 column will adjust the amount of volume coming out of the microphone but may not adjust the volume of the music playing).
2. Treble and Bass do the same thing but focusing on the level of treble and level of bass coming through. These items do not need to be adjusted for the microphone but can be adjusted for music.



D. Clicker

- a. Turn on Clicker on side of device.
- b. Take battery back off.
- c. Pull the small USB out of the battery marked by the yellow tape.
- d. Plug in the USB in your computer.
- e. Once plugged in, your computer should prompt you to hit keys to sync.
- f. If problems persist, see instruction manual in tech bag.
- g. Switch button to off when done.

NOTE: Please remove/return USB from your laptop after using. Failure to do so will result in \$10 fee.

E. Projector

The projector is located under the bar and comes with a power cable and remote control. You are able to synch it for use with one or both tvs, or for standalone use. After powering on, please allow for up to a few minutes before the projector is fully functioning.

To Synch with one or both tvs:

1. Plug one end of HDMI cord into laptop port and other end into splitter "input" HDMI port on tv stand.
2. Plug one end of a second HDMI cord into projector HDMI and the other into splitter box "output" HDMI.
3. Once projector is on, use projector remote to select correct HDMI.
4. Plug one end of a third HDMI cord from tv into splitter box "output" HDMI. Repeat with fourth HDMI cord if using additional tv.
5. Power "on" each tv and use remote to select "input" and choose HDMI port (1, 2, 3).

For standalone projector:

6. Plug one end of HDMI cord into projector and the other into your laptop computer. Once projector is on, use projector remote to select correct HDMI.
7. **NOTE: Images will project onto wall. Using projector screen must be selected before booking, and Nexus staff will set it up for you for a fee of \$25 to avoid any damage to screen.**

II. Returning Equipment in Good Condition

Use the checklist to ensure all parts are returned to the proper storage container. Please return the system where you found it or at the designated location provided by Nexus Staff.