**SPACE Assembly Setup**

1: Login to wall plate

A screen shot of a computer

Description automatically generated

2: Navigate to Video and power on the whole system, then wait for side screens to lower and projector boxes to warm up

A screen shot of a computer

Description automatically generated

3: Change system mode to Performance mode without backstage mixer for assemblies, with backstage mixer for graduation and other performances

A screen shot of a computer

Description automatically generated

4: Connect the Presentation Laptop (Arrange with IT Department) to the screen via Type – C to HDMI cable (If mac screen adjusts size then the connection works)

5: Change Audio Output in settings from MacBook Air Speakers to “” which is the audio system

6: Connect Sound desk to system via XLR Cable to the wall plate and power on the system



7: Setup any additional audio equipment such as instruments/microphones or the lectern and connect using appropriate wall plates/stage boxes

A close-up of several plugs

Description automatically generated

8: Run full presentation/audio test adjusting volume as you go to appropriate levels depending on presentation content

**SPACE Performance Night Setup**