



STANDARD OPERATING PROCEDURE

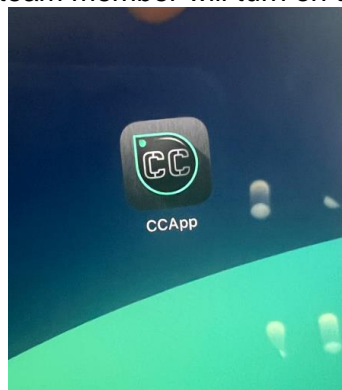
High Line Car House AV

DESCRIPTION

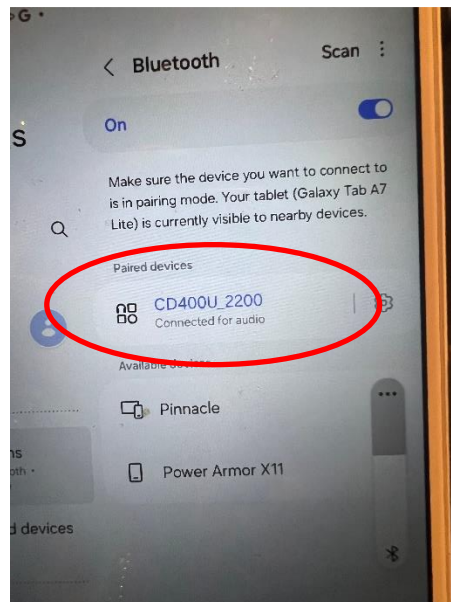
The following outlines the process for operating the AV system at High Line Car House through the CC App.

PROCEDURE:

1. Music and microphones will be controlled by using the CC App which will be on the Bar tablets in the AV closet.
2. The Operations opening team member will turn on the music for the day.

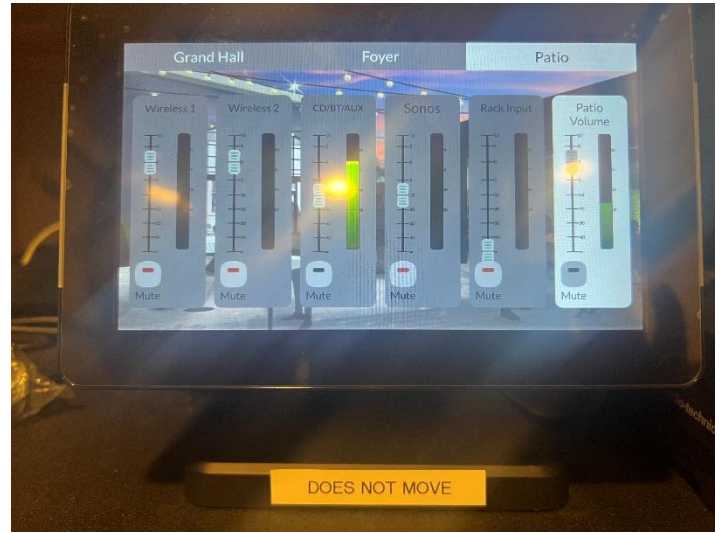
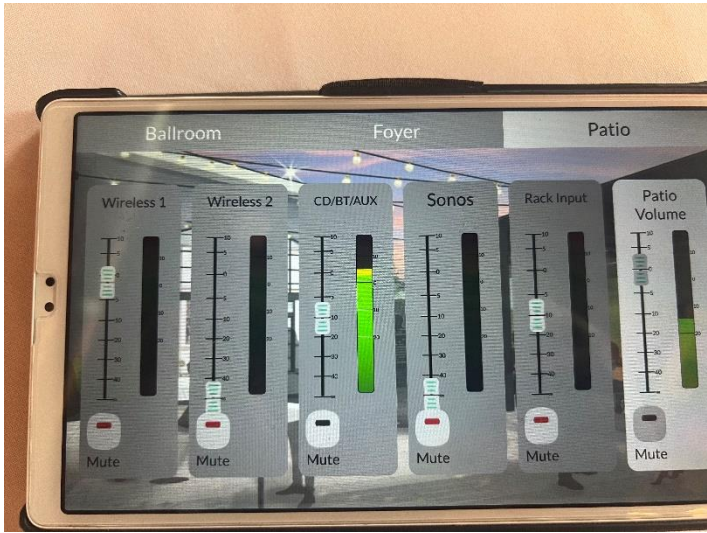


3. To pair the Bluetooth with Spotify, you will need to go to the Bluetooth settings and pair with the system
4. To initiate pairing, you need to press and hold the back button and push in the knob until the screen says pairing. Once pairing, look for “CD-400U” on the tablet
5. Once connected, it will say Bluetooth Connected on the screen

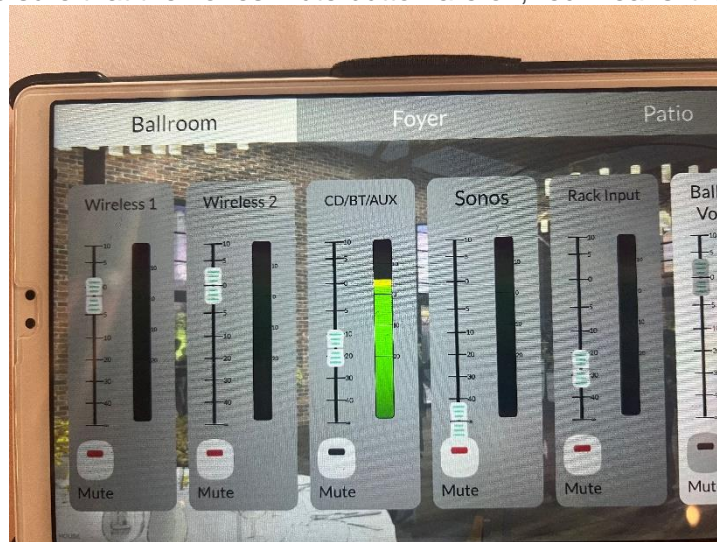


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6. There are speakers in the Grande Hall, Foyer, and Patio that will all be controlled from the CC App on the Bar Tablets or the Tablet on top of the rack.



7. To control the speakers in each section, touch the tab that you want to adjust
8. Make sure that the zones mute button are off, red means it is muted



9. If you need to mute the system in all zones all at once, you can select the first 3 buttons on the rack, and it will turn all 3 sections off

- NOTE: this should only be done when absolutely needed



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Microphones

1. There are two microphones that will be stored and charged on top of the rack.
2. At end of event, make sure to turn off microphones and return to charging station



3. To turn on the microphones, twist and slide open the bottom of the microphone.
4. Then turn on the switch and close the microphone
5. It will say on the screen, which microphone is which



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6. To mute the microphone when using, simply press the button on the bottom of the microphone to mute it and unmute it



7. To control the microphones, this is to be done on the rack



End of Night Procedure

At the end of the night, the FOH Supervisor on events or last individual in the office need to mute all 3 sections on the iPad for the Grand Hall, Foyer, and Patio. **DO NOT** turn the system off on the rack.

Refer questions to: Michael Mayfield

Revisions		
REVISION DATE	WHO (INITIALS)	NOTES
08.22.24	AS	Created SOP