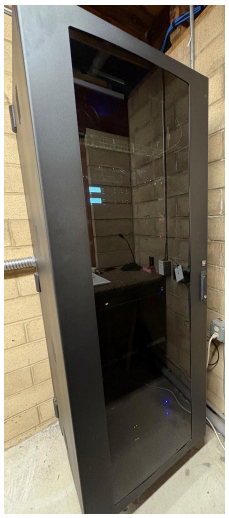
TPHS Stadium Sound & Use of Scoreboard Instructions

Order of operations:

<table>
<tr><td>1. Call the custodian to open the press box and unlock the white box on the post.
Day M-F: 760-498-9011
Night/ Weekend: 760-802-3518
***If using the video board, please ask the custodian to open the tall black AV unit as well.</td><td>

</td></tr>
<tr><td>2. Scoreboard instructions</td><td>Plug in the Nevco controller. It’s located in the black suitcase box on the counter. Follow the instructions in the black binder.</td></tr>
<tr><td>3. Sound instructions</td><td rowspan="3">
</td></tr>
<tr><td>Music: Plug in source of audio (phone, iPod, etc) to the adapter. Go to #4.</td></tr>
<tr><td>To announce: Plug the microphone jack where it says ‘Booth Mic’. On the microphone, press the gray button to talk.</td></tr>
</table>

4. To play music:

A. Click on ‘Press anywhere to begin’. The code is **92130**



B. To play game music, click on ‘Game’.



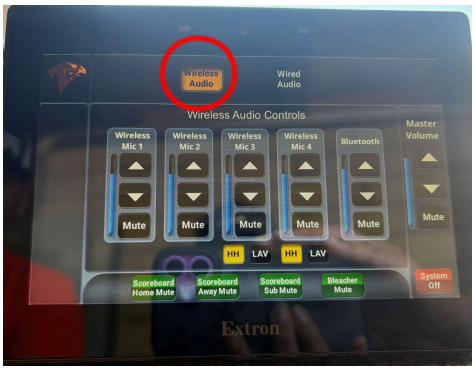
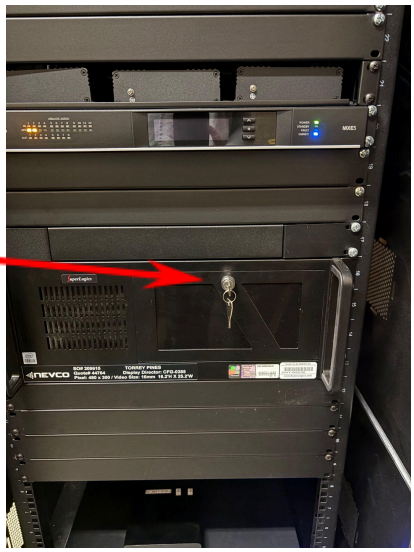
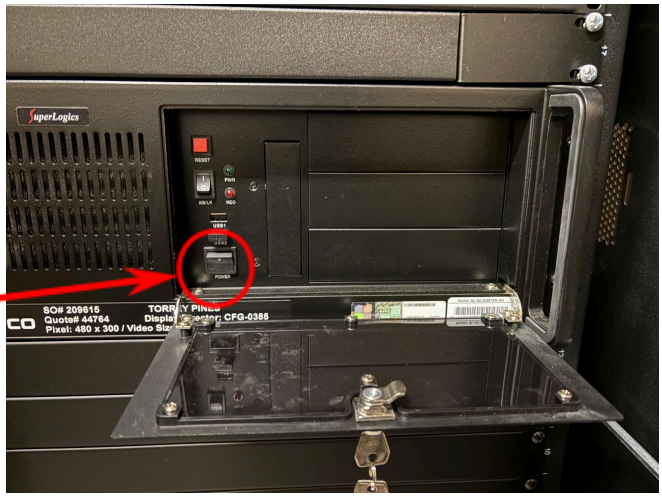
C. At the top of the screen, the ‘Wired Audio’ button should be yellow if using the announcer microphone or the AUX cord.

- All the buttons at the bottom should be **green**.
- You can mute music by a) pausing on your phone, b) pushing the ‘mute’ button on the screen, or c) hitting the Master Volume mute on the screen.

****Note: Muting the Master Volume will mute all sound including the microphone.*

Make sure the sound on the phone is turned down or we’ll get complaints from the neighbors.



D. If using wireless microphones in the stadium, the '**Wireless Audio'** button should be yellow. Wireless microphones can be found in the black AV screen in the drawer.	
5. Using the Video Board: A. Open the door to the black metal AV container. B. Open the small black box with the key	
C. Push the Power button on	
D. Turn on the computer.	

Closing Up the Press Box:

1. Scoreboard Controller	At the end of the game, unplug the Nevco controller and the microphone. Put it back into the black case **along with the plug AND the microphone**.
2. Sound Controllers (white box & black AV screen) **Reminders:** ● **Lock the white box!**	A. Unplug the Aux cable, place it inside the white box. Close the door to the white box and lock it. B. On the black screen, press the red **System off** button.
3. Video Board **Reminders:** ● **Lock the black cabinet!**	A. Turn off the Power button in the black AV unit. This will turn off the big video board. Close the door and lock it. B. **Power down the computer.** This should not be left on.
4. Windows & Doors **Reminders:** ● Clean up before you leave! ● Throw out all the trash.	A. Pull down the roll up windows. Lock & latch on both sides of the 3 windows. B. Push in the chairs. C. Throw out all the trash & clean the counter. D. Turn off the lights. E. Lock the door.

If you have any questions, contact the TPHS Athletic Director, Charlenne Falcis-Stevens charlenne.falcisstevens@sduhsd.net