

A/V booth and commissioning

Keyman ☐☐	Crew	Audio overseer
Micah Phillips	Mint Phillips; Brendan Coonce	Alex Li

Your team sets up the audio rack and the two media computers, connects the venue wireless microphones and projector link, and helps Alex test the complete system.

Media-computer plan: Alex will bring one laptop; Yuri Chaplygin will bring a second laptop as the backup.

Before starting, meet Micah, review the team’s [DC-83](#), and open Sheet 6-1 in the [schematics](#).

DC-83 — Saturday morning safety review
Reviewed by Ralph Ord on 5 October 2026. Open the final PDF .

Job Hazard Analysis

(Job Hazard Analysis Instructions (DC-83i) must be used while completing this form.)

PROJECT TITLE	CABR-2026-10 Assembly A/V
JOB DESCRIPTION	A/V Booth - setup and dismantling
JOB LOCATION	Imperial World Samrong - A/V control booth
SCHEDULED START DATE	2026/10/10
EMERGENCY NUMBER(S)	093-019-4124 (Program Overseer Bo Nielsen)



JOB STEPS		HAZARDS		CONTROL METHODS	
Position AHEC-2 cases and VES-1		Ergonomic/safety: AHEC-2/1 case (25 kg); strain/pinch injury.		Engineering/Admin: Keep cases latched; use wheels and help; set on stable surfaces. Assigned to: Micah Phillips	
Connect AMC-3 and PC interfaces		Safety: Wrong or powered connection can damage equipment.		Admin: Keep systems off until ready; label wires. Assigned to: Micah Phillips	
Set venue wireless converter at booth		Safety: Unsecured VES-1/HDMI leads can trip workers.		Engineering/Admin: Secure and label wires; keep booth route clear. Assigned to: Micah Phillips	
Connect power and test at low level		Electrical/physical: Shock or excessive sound level.		Admin: Inspect cords; connect power only after all connection checks. Assigned to: Jeff Korell (power); Micah Phillips and Alex Li (low-level test/DSP).	
Shut down and pack after program		Electrical/safety: Energized leads and loose cases.		Admin: Crowd clear; shut down before Jeff isolates/disconnects power; then unplug, latch/inventory. Assigned to: Jeff Korell (power); Micah Phillips (booth).	
PREPARED BY JP Bourgeois	DATE PREPARED 2026/09/24	REVIEWED BY Ralph Ord	DATE REVIEWED 2026/10/05	REVISED BY JP Bourgeois	DATE REVISED 2026/10/04

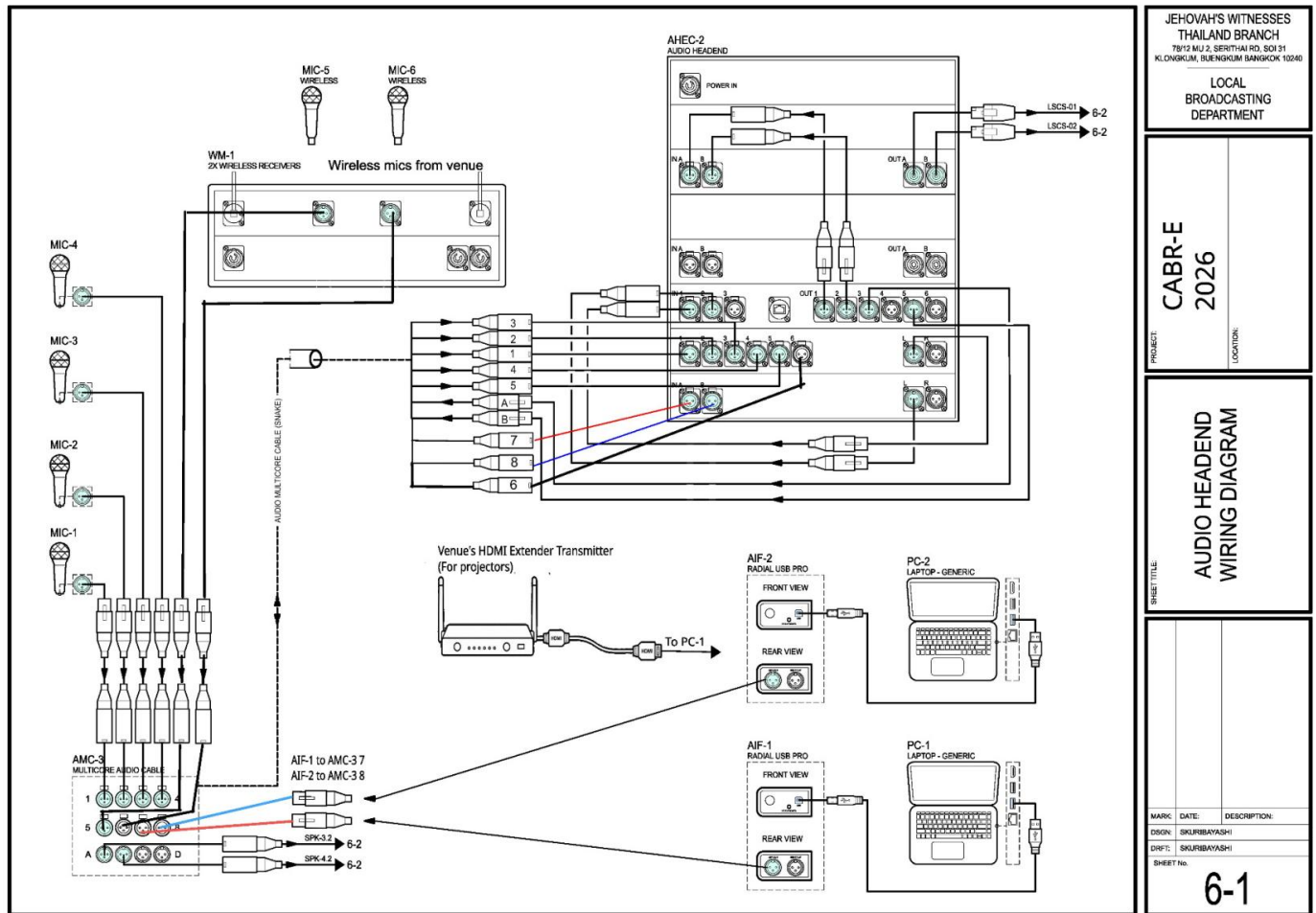
Use additional forms as needed.

DC-83-E 4/22

Safety:

Keep cases latched while moving them; use wheels and a helper for the 25 kg AHEC-2/1 case. Set equipment on stable surfaces and keep the operator route clear. Keep systems switched off while making connections.

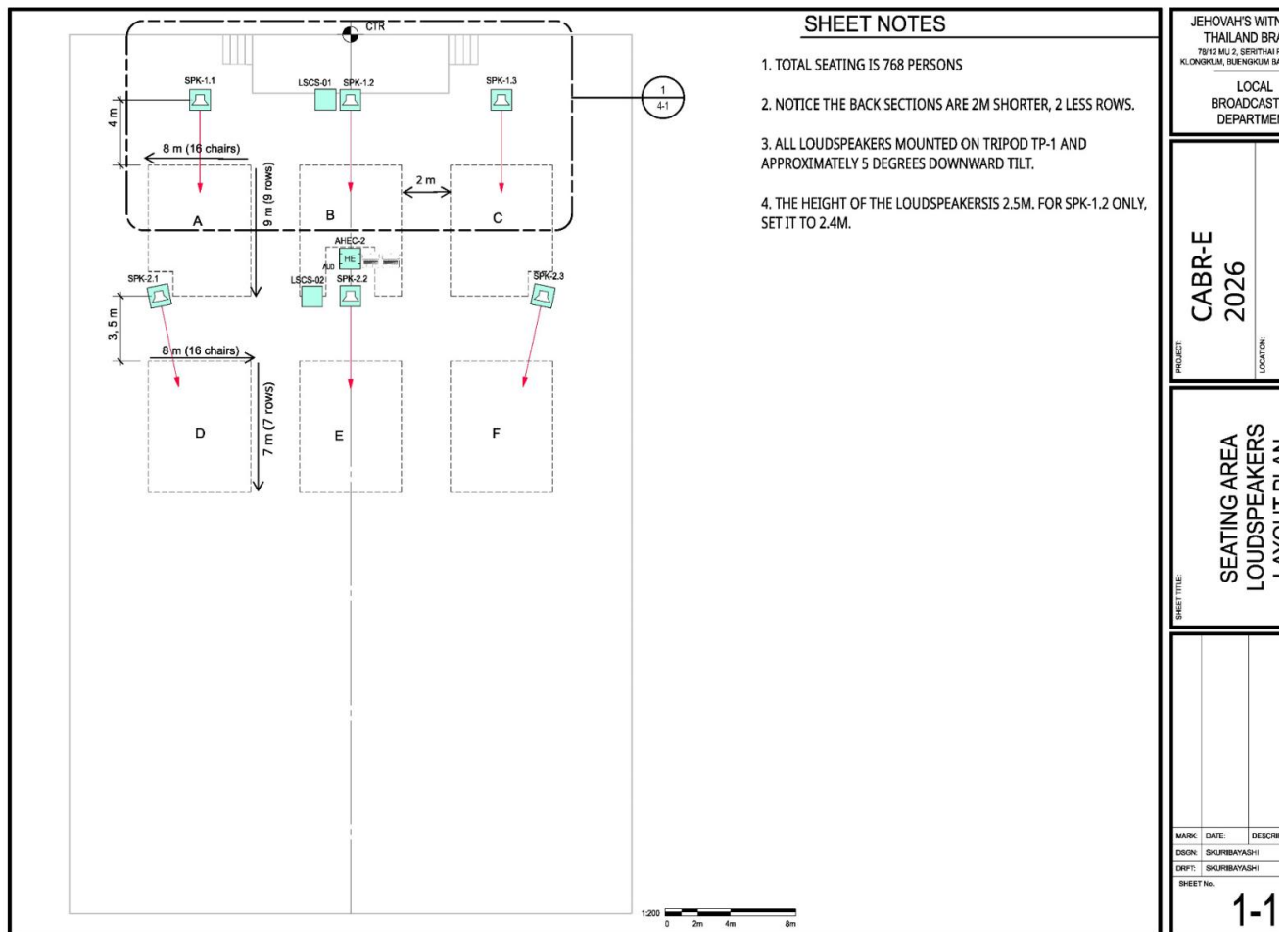
Current CABR-2026 Sheet 6-1 — audio headend wiring



What your team does

1. Set up the AHEC-2 audio rack and the two media computers at the A/V booth.

☐ View Sheet 1-1 — A/V booth location



- Check the labels and connect the booth/headend ends of the **30 m AMC-3 audio multicore (snake) cable**, **speakON passive-speaker output cables** and **XLR active-speaker return cables** as Sheet 6-1 shows. Audio Cabling delivers the ends; the receiving teams connect their equipment.
- Connect each media computer to its AIF by **USB cable**. Then run an **XLR cable** from AIF-1 to AMC-3 input 7 and another **XLR cable** from AIF-2 to input 8. Label both ends.
- Collect the venue wireless microphones and receivers. Audio Cabling brings the **XLR cables** to the receiver and AMC-3 locations; connect the receivers to AMC-3 inputs 5-6.
- Connect the PC-1 **HDMI cable** to the venue's HDMI transmitter. Label the cable and secure it and the transmitter.
- After all connection checks, **Jeff Korell inspects the cords and connects booth power**. Confirm final speaker positions with Corey and Alex before the sound check and keep them unchanged afterward. Micah and Alex switch on, test at low level and commission the system; test the projectors with venue staff.

For Micah, Alex and the operators

Signal	Connection / starting point
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PC-1 / PC-2 audio	USB cable from each PC to its AIF; XLR cables from AIF-1 / AIF-2 to AMC-3 inputs 7 / 8. AIF Mono on; Ground Lift off; gain about 11 o'clock; media-player volume 100%. Fine-tune during the sound check.
Wireless microphones	XLR cables: venue receivers → AMC-3 inputs 5–6; adjust carefully for feedback.
Passive speakers	speakON cables: amplifier output A to the front group; output B to the rear group.
Stage monitors	XLR cable: DSP output 3 → AMC-3 return A → stage monitors.
Lobby / Accounting	XLR cable: DSP output 5 → AMC-3 return B → lobby / Accounting. Output 4 is not used.

Keep food and drinks away from the equipment tables. Personal devices can cause noise, so keep them away from audio equipment if interference is heard.

Use approved media and keep files and outlines private. Get Alex’s approval before connecting the media computers to the internet. Display the theme artwork before each session, during lunch and for about 30 minutes after the program. After the event, delete the media and outlines from both computers as directed.

Commissioning the AHEC-2

For the full commissioning procedure, open [CO-160a](#) and go to **Chapter 3 → Audio Headend → AHEC-2, pages 3-4 → “Commissioning an Audio Installation.” The points below are only a quick guide.**

1. **Connect to the DSP.** Use a laptop with an Ethernet port or adapter and an Ethernet cable. CO-160a shows the network settings and how to connect with the DLM System Control Editor.
2. **Load the starting preset.** Use the LBD preset or the venue/event preset if one is available.
3. **Test each output zone.** Use the approved audio test material and confirm that each output feeds the correct loudspeakers. If an output does not match Sheet 1-1 or 6-2, stop and correct the connection with Alex before continuing.
4. **Check delays and levels.** Use the click track to listen where front and rear zones overlap. Then balance the zones with pink noise and an SPL meter. CO-160a sets **82 dB-SPL** as the maximum target at the seats closest to a loudspeaker.
5. **Make speech clear and stable.** Have several people read at the main microphone. Follow CO-160a to improve speech intelligibility and reduce feedback without making voices sound unnatural.

6. **Finish the whole-system test.** Confirm both media computers, all microphones, every loudspeaker zone, stage monitors, lobby/Accounting feeds and the projector link. Save the final DSP settings when commissioning is complete.

Before attendees are admitted, Alex and the operators should listen from several seating areas and agree on a simple backup plan for a failed microphone or computer.

Follow the [confirmed dismantling teams and instructions](#). After the audience has cleared and the safety meeting has finished, Micah leads system shutdown; **Jeff isolates and disconnects power before the booth team unplugs cables**. Latch and inventory the cases, and return venue equipment to venue staff.

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