

# A Guide to TUTTI



This guide to TUTTI is intended to be an aide memoir to organisers who have never used TUTTI before and a refresher to those have. The guide contains:

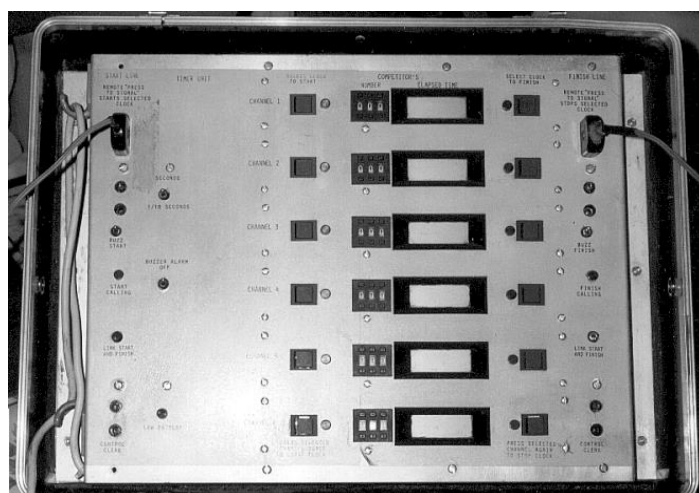
1. The Timing Clock
2. Getting Started
3. Setting Up-Start & Finish Connections
4. Setting Up-Start & Finish Clocks
5. Judges
6. Testing Before Start
7. During And After the Event

## 1. The Timing Clock:

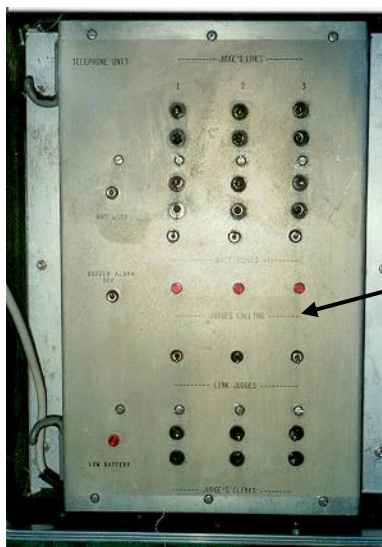
A timer and telephone unit with:

Low power consumption from a standard 12- volt car battery, with warning of low battery; proof against high and reverse battery.

Six timing channels, with 1 second or 1/10th second counting, selectable by switch, counting up to 9,999 seconds or 999.9 seconds respectively.



Two telephone channels (Start & Finish) associated with the timer to enable remote start and stop of competitors; local start and stop at the TUTTI is also possible.



**The judges telephone unit is no longer used.**

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## 1.1. Other Equipment You Will Also Need at Your Slalom:

- One box of wire containing 18 wrappers, sufficient to provide communication links to a starter and a finisher and as many judging lines/judges as you require to adequately judge your course.
- One box containing 12 double Headsets, 2 single headsets, 14 amplifier boxes, 14 TUTTI to banana cables and 3 buttons for start/finish judges which should cover small to medium sized events in providing one headset for each of the control staff, judges, starter and finisher, and still leave a few for spares.

## 1.2. Other Equipment the Organising Club Needs to Provide:

- A fully charged 12 Volt Car Battery in good condition, which should last a full weekend, (having a spare is a good idea), TUTTI will flash and bleep uncontrollably if the battery charge is low.
- TUTTI will refuse to operate on 24 Volt PA supplies.
- A can of WD40 in case the weather is wet for spraying connecting plugs.
- Insulation tape in case wires get trodden on and damaged/broken.

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## 2. Getting Started:

You have probably already noticed that the case falls apart at the hinges. This allows easy set-up of the timer unit which needs to be connected to a 12 Volt battery using the lead wrapped around a clip in the left-hand recessed compartment.

### 2.1. Connecting the Timing Clock:

- Connect the RED clip to the positive (+) and the Black clip to the negative (-) terminals on your 12-volt Car Battery; do not use whilst still attached to your car.
- If you connect TUTTI to a P.A. 24 Volt system it won't work, and probably not on a 12-volt battery whilst on charge.
- The total power used is small enough that a good fully charged battery should easily last a whole weekend.
- If TUTTI starts to bleep uncontrollably – then sorry the battery is flat, and you will have to swap with your spare battery or go and look for a new one.

### Most Important:

- Practice & check equipment some days before the event, not 5 minutes before the start time.

### 2.2. Setting Up:

Putting out lines:

- Always start reeling wires out from control, leave plenty of spare wire in control for changes of position.
- It is good practice to check wires as they are run out, this can be done by either using one of your spare bodies that we all have at events or connecting a headset unit in control with music playing and carrying another to listen on as you connect each reel.
- When you join on a new reel, always tie the new cable to the old reel first before plugging in, to keep strain off the plugs. Always keep wires and reels away from paths, dig in the wires or put it up in trees, keep the reel off the ground to avoid it being kept continuously wet.
- When you have put all the wires out test for speech and start/finish button operation back to control.

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## 3. Setting Up – Connections on The Timing Clock:

Connect the Start wire to top left & Finish wire to top right connections on timer unit.

The top two sockets do the same job as the ones below, meaning you can plug in a second headset to aid with training volunteers.

### Buzz Start & Finish Switch:

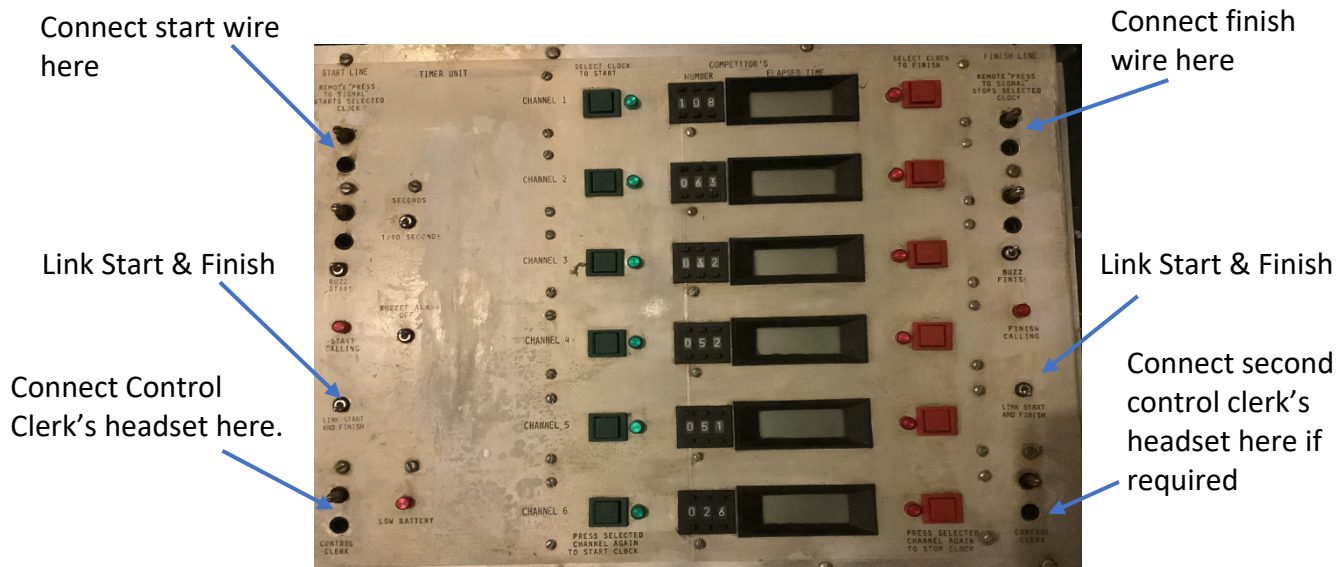
- Ensure the buzz start and finish switches are in the up position as this is no longer required.
- Switching this toggle towards the bottom of the timer will cut off all speech and start and finish running times will be interrupted.

### Link Start & Finish Switch:

- When this toggle switch is pointing towards the bottom of the timer, the start and finish lines are joined together, allowing 1 control clerk to operate both start & finish. The Starter, Finisher & Control Clerk will be able to talk to each other.

### Connecting the Clerk:

- Connect the clerk's amplifier box(es) to lower connection(s) on timer unit using TUTTI to banana cables. Always connect green to green & black to black on amplifier box and set toggle switch on the box towards the belt clip.
- If using only 1 clerk, set link start/finish switches down & only one control clerk connection needs to be used. If using 2 clerks, set start/finish switches up & connect amplifier boxes to both control clerk connections.





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## 4. Setting Up – Start & Finish Clocks on The Timing Clock

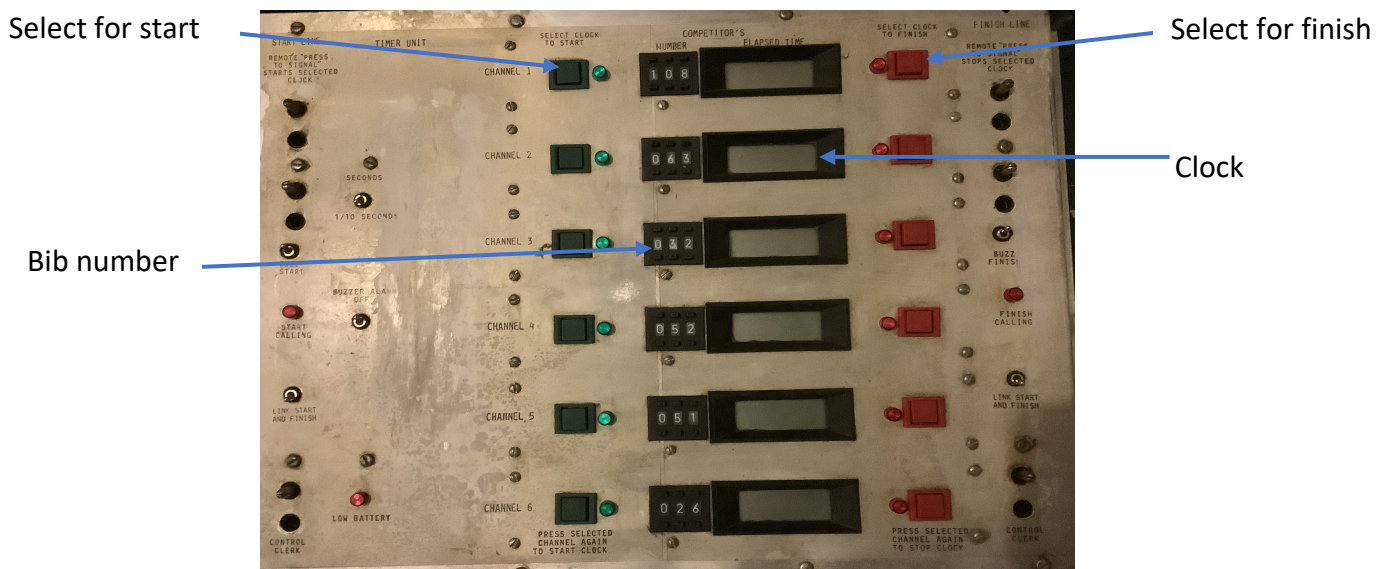
Enter the bib number next to the clock using the manual number counters.

### Starting a Clock:

- Pressing a green channel button selects the next clock for start.
- A green lamp glows when this clock is selected and flashes if the clock is started.
- The starter has a remote button connected to their amplifier box which when pressed will start the selected clock.
- If the button on the timer unit is pressed when the lamp glows, indicating that it is already selected, the clock will start counting from “000”.
- Any previous time will be automatically lost once a clock is started.

### Finishing a Clock:

- Pressing a Red channel button selects the next clock for finish.
- Red lamp glows when this clock is selected and flashes if the clock is running.
- The finish judge has a remote button connected to their amplifier box which when pressed will stop the selected clock.
- If the button on the timer unit is pressed when the lamp flashes, indicating that it is already selected, the clock will stop counting.
- The clock displays time elapsed since start.



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## 5. Judges

Connect judges' lines from wire wrap connectors to the black amplifier boxes using TUTTI to banana cables, you will need 1 box for each clerk. Always connect green to green & black to black on the amplifier boxes and set the box toggle switch towards the black plugs.

If your judging positions are split (i.e. judges A,B,C on 1 line & judges D,E on another), and you only have 1 clerk then you can link the judges by connecting both incoming wire wrap connectors using TUTTI to banana cables to 1 amplifier box. Always connect green to green & black to black on amplifier boxes and set the box toggle switch towards the black plugs.

## 6. Testing the Equipment:

### **Always before the event**

Check that everything that should be in the boxes is there, dry & looks undamaged. It is the organisers responsibility to report missing or damaged items from their event, so if parts are missing/damaged on receipt check with previous user and/or the TUTTI maintenance officer and advise the next organiser.

To help with fault finding in the field it is useful to mark each reel, and its free plug, with a suitable line code A1, A2 etc. on PVC Tape only please.

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## 7. During and After the Event

Once all the equipment has been tested, event setup should be straightforward. When all the equipment is in place, carry out a check back to control (with a tested and proven headset and box). This requires an assistant in control whilst connections are tested along the course.

Once the event has started, the equipment should need no attention or maintenance.

Once the event has finished for the day it is essential to disconnect the headset from the headset box and the box from the cable. It should be noted that located in each headset box is a 9-volt battery, if the headset is not unplugged, the internal battery will discharge. This will cause problems for the following day or more importantly, the next organiser.

### 7.1. Hints and Tips

1. In the event that a box or boxes have been left connected and the internal battery discharged, the box may not be faulty but may just need the battery replacing. If judge/clerk can hear but not transmit check that the toggle switch is set towards the belt clip.
2. If this does not resolve the problem, call the TUTTI maintenance officer whos details can be found on the tutti routing document, before the event, not just before it is due to start.
3. Once the equipment is out of its boxes, store the boxes in a dry place, or at least with the lids secure. It is not waterproof, so may fail if it gets too wet.
4. When the event is finished:
  - a. Remove any tape, labels, or other indications other than indications of faulty equipment.
  - b. Re box in a tidy fashion.
  - c. If equipment has got wet, leave the box lids off slightly to allow time for drying until the set is collected from the next organiser, or advise next organiser if they are collecting from your event.
  - d. Report any faulty, damaged, or lost equipment immediately to the TUTTI maintenance officer.
  - e. Please pass on the equipment in the state you expect to receive it.