

S & D Consulting Int, Ltd.

# Ceremonial Bugle

**Operation Manual  
and  
Military Funeral Honors  
Guide**



## Limited Warranty

S & D Consulting Int, Ltd. guarantees the insert to be materially free from defects and to conform to specifications for a period of twelve (12) months from date of shipment. This warranty only applies to defective materials and workmanship and excludes damage that results from misuse, neglect, improper installation, unauthorized repair or alteration. This warranty is also void by removal or alteration of product identification labels. S & D Consulting Int Ltd's sole responsibility with respect to the Ceremonial Bugle Insert, shall be, within the warranty period, to furnish a replacement insert or, at the option of S & D Consulting Int, Ltd to repair and return the defective Ceremonial Bugle insert.

If the Insert proves defective during the warranty period, call S & D Consulting Int, Ltd, for a Return Authorization number. Be sure to have proof-of-purchase on hand when calling.

When returning the insert please clearly mark the Return Authorization number on the outside of the package and mail to the address below.

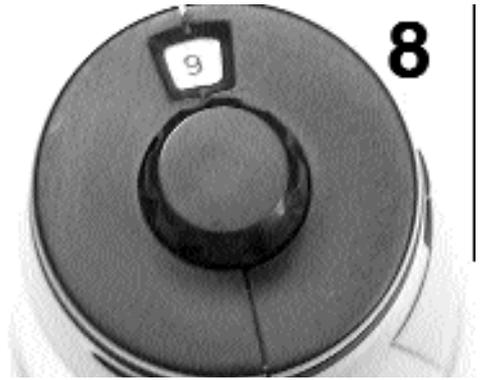
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IN NO EVENT SHALL S & D CONSULTING INT, LTD'S. LIABILITY EXCEED THE PRICE PAID FOR THE PRODUCT FROM DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THIS PRODUCT

## Legend:

1. Play Button
2. Green LED (operating light)
3. Volume Control
4. Red LED (battery status light)
5. On/Off Switch
6. Removal Ring
7. Mode Switch (in battery housing)
8. Multi-Call Selector
9. USB Port (under locking Washer)



## **Mode Switch:**

The user mode selection switch allows you to select one of three options. Use the tip of a pen to move the switch to the desired setting. Insert should be turned off when switching modes.

**T = Taps only mode** (used for U.S. Military Funeral Honors)

**L = Last Post/Reveille only mode** (used for British Commonwealth Funeral Honors)

**M = Multi-Call mode** (use the rotary selector wheel to select calls)

## **Taps Mode:**

### **Operating Instructions:**

Switch the unit on with the on/off switch. The red light will illuminate.

The volume control knob can be set from normal to extra loud.

When the play button is pressed, the green light will illuminate. This warns you that Taps will start in five seconds and the bugle should be placed to the mouth.

Once Taps has finished playing the green light will go out. The bugle should then be turned off by the on/off switch.

## **Last Post/Reveille Mode:**

### **Operating Instructions:**

Switch the unit on with the on/off switch. The red light will illuminate.

The volume control knob can be set from normal to extra loud.

When the play button is pressed, the green light will illuminate. This warns you that The Last Post will start in five seconds and the bugle should be placed to the mouth.

Once The Last Post has finished playing the green light will go out. Pressing the play button again will activate Reveille, with a 5 second delay.

Once Reveille has finished the green light will go out. The bugle should then be turned off by the on/off switch.

## **Multi-Call Mode:**

The calls are grouped for different types of services and each setting is listed on the insert.

## **Operating Instructions:**

1. Select the desired list of calls by turning the rotary selector switch to the appropriate number.
2. Place the Multi-Call insert into the bugle and push firmly into place.
3. Turn on the insert.
4. Press the play button. (There is a five second delay before the call starts to give you time to raise the bugle to your lips.)
5. After a call has been played, pressing the play button will activate the next call in that group, with a 5 second delay.
6. Turning the power off resets the insert back to the first call in each group.

## **Adding Additional Calls:**

This can be done using the supplied USB cable. You may also use the software to re-arrange the play list. This can only be done to the calls in the Multi-Call mode. The calls in the other 2 modes cannot be deleted or changed.

Software and user instructions can be downloaded from our web site [www.ceremonialbugle.com](http://www.ceremonialbugle.com).

## **Battery Warning Light and Testing:**

To test the batteries, turn on the bugle and set to maximum volume. Press the play button and observe the red light. If the red light remains constant, batteries are good. If the light starts to flash replace the batteries immediately.

## **Warning:**

The bugle will perform well in inclement weather, but care should be taken so it is not left out in direct sunlight for any extended period of time or submerged in water.

Care should also be taken when placing the bugle to the mouth in extremely hot or cold weather to prevent damage to your lips.

## Battery Replacement:

Lift the metal removal ring and pull forward to extract the insert from the bugle. **Do not** try to bounce the insert out of the bugle by pounding it on your free hand (Figure A).

Open battery cover and remove both batteries. Replace with standard 9V Alkaline batteries. Slide both batteries back into housing and replace the cover. (Figure B).

Replace insert back into the bugle. Push firmly where the metal ring is attached to lock in place.



Figure A.



Figure B.

## Care, Maintenance and other Tips:

1. When performing in the rain or snow, tip the bugle slightly downward to prevent the collection of water inside the horn.
2. Wipe down the ceremonial bugle with a dry soft cloth after each use, acid on fingers can damage the nickel finish of the bugle.
3. To prevent the spread of germs between users of the ceremonial bugle, clean the mouthpiece with a sanitary wipe after each use.
4. Ensure mouthpiece is firmly seated in the ceremonial bugle prior to use.
5. Ensure there are always spare batteries in the case.
6. Practice.

# Performing "Taps" in a Military Funeral Honors Ceremony

**Conditions:** Given a ceremonial bugle, you will perform "Taps" as part of a military funeral honors ceremony. You have checked your instrument ahead of time and prepared yourself for the ceremony.

**Standards:** The performance of "Taps" is a stationary function.

## 1. Preparing for the ceremony:

Inspect your uniform.

Check the batteries in the insert and replace if necessary. Firmly seat the bugle insert inside the bell of the bugle. (Figure 1)

Set the volume control based on the distance from funeral site or for an inside ceremony. Test the bugle prior to the funeral service. Leave the insert in the on position.

Assume the parade rest position while waiting for the veteran's remains to arrive. (Figure 2)

- 1) Left foot moves 10 inches to the left of the right foot.
- 2) Right hand moves to the small of your back, centered on the belt.
- 3) Fingers and thumb extended and joined with palm facing outward.



Figure 1, insert in bugle.



Figure 2, parade rest.

## 2. Perform the following actions:

When the remains arrive at the burial location and are being moved from the hearse or caisson to the gravesite, come to the position of attention (Figure 3) and render a hand salute. (Figure 4)

*Simultaneous movements occur when moving from parade rest to attention.*

After the casket is put in place, cut your salute and return to the position of parade rest. (Figure 2)

On cue, when it's time for "Taps" to be played:

1) Come to the position of attention. (Figure 3)

2) Ready instrument. With your right hand, reach across and using your index figure push the play button. You now have five seconds to bring the bugle up to the playing position. (Figure 5)

*This movement will require some practice if you are wearing gloves*

3) With your left hand, bring the bugle up to your lips while simultaneously bringing your right hand up to grip the top and center of the bugle. Release your left hand and bring it down to your side. (Figure 6)

4) Left arm hangs straight down without stiffness.

5) Keep left thumb straight along seam of trouser leg.



Figure 3, attention.



Figure 4, salute.

6) Left hand fingers are curled with tip of the thumb touching first joint of index finger and with the first joint of the fingers touching the trousers.

7) "Taps" is played and lasts about one minute.

8) While "Taps" is being played, breath normally as if actually playing the instrument, for a more realistic image

9) Upon completion of "Taps", bring your left hand up and grip the front tubing of the bugle and return to the carry position. (Figure 7)

10) Release your right hand and bring it down to your side and remain in the position of attention until the ceremony is completed. (Figure 3)

*There is no need to place the bugle in the "off" position at this time. After the funeral detail departs the area, you may place the insert in the "off" position and the service is complete.*



Figure 5, push play button.



Figure 6, play Taps.



Figure 7, carry position.

# Performing “The Last Post” and “Reveille” in a Military Funeral Honors Ceremony

## **GENERAL:**

1. The playing of “The Last Post” and “Reveille” at the funerals of service personnel (serving and retired) will depend on the wishes of the Next of Kin (NOK) in consultation with the Church/Crematorium authorities involved. This short note summarizes the procedures to be followed if “The Last Post” and “Reveille” are to be played at a military/ex-military funeral.

## **BURIAL:**

2. Serving personnel. “The Last Post” is sounded after the small arms salute of three rounds which takes place following the Commendation after the body has been laid to rest in the grave. “Reveille” is then sounded after a pause of approximately 40 seconds.

3. Retired personnel. “The Last Post” is sounded following the Commendation after the body has been laid to rest in the grave. “Reveille” is then sounded after a pause of approximately 40 seconds.

## **CREMATION:**

4. Serving personnel. “The Last Post” will usually be played following the Commendation as the small arms salute is to be fired as the coffin enters the chapel. “Reveille” is then sounded after a pause of approximately 40 seconds.

5. Retired personnel. “The Last Post” is sounded following the Commendation. “Reveille” is then sounded after a pause of approximately 40 seconds.

## **GENERAL NOTE:**

6. The small arms salute is not mandatory and in some cases may be deemed inappropriate. In all cases the desires of the NOK are to be observed.



[www.ceremonialbugle.com](http://www.ceremonialbugle.com)

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