

# Slaley Commemoration Hall Audiovisual Equipment Guide



The cabinet (shown above) is normally kept in the new Storage room, and keys are held by Jim Bailey (for the Film Club), Ros Doonan, Pat Wilson and Stella Douglas.

The following pages give a brief outline of how to connect the AV cabinet, use the projector to display DVDs or control presentations with laptops and use the audio functions on the new system.

**A copy of this guide should be left in the top drawer for others!**

In case of problems, you may contact Michael Elphick:

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*[ This guide was last updated on Tuesday, 20 September 2022 ]*

## TO BEGIN!

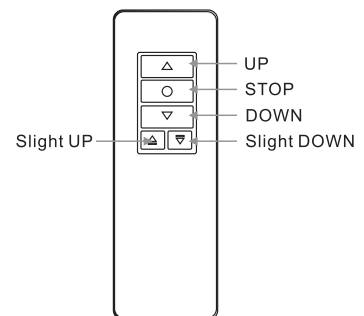
Wheel the **cabinet** (now kept in the new storage area) into position near the sockets and wall plate on the North wall of the main hall. Plug in the power cable from the left-hand side of the cabinet to the wall socket. Then connect the **blue** video cable and **white** speaker cable to the wall plate as shown right:



Next switch **ON** the power to the cabinet and projector. Also, check that the screen power switch (down above the skirting board on the right below the window) is **ON**.

Unlock the front cabinet door with the **key**, and take the remote controls needed from the top drawer inside the door. These are for the overhead projector, drop-down screen, and DVD/Blu-Ray player. Keys are held by Michael Elphick (for the Film Club), Ros Doonan, Pat Wilson and Stella Douglas.

If you are going to use it, lower the projection screen using the supplied remote control:



## TO SET UP THE PROJECTOR

- Power up the projector using the remote control **Power button**:
- When the projector has powered up use the remote control to select the **Digital Link input**:



## TO SHOW A DVD OR BLU\_RAY

Select the Sony DVD remote control (housed in the top RH tray) and use the OPEN/CLOSE button to open the tray in the player: 

Then insert the DVD or Blu-Ray disc, and close the tray with the remote OPEN/CLOSE button.

Make sure that you select the HDMI IN 1 input on the Switcher panel:



Select the PLAY button to start the player, and control the performance with the usual PREV/PAUSE/STOP/NEXT buttons on the remote control.

The DVD player will not cut off if left running, but the projector has been set to cut off after 90 minutes if the player has been paused.

## SOUND LEVELS

The amplifier drives the loudspeakers in the hall; the volume can also be changed from the DVD controller and the Panasonic projector remote control.

For DVD & Blu-Ray, the control is labelled 'PROGRAM SOUND'

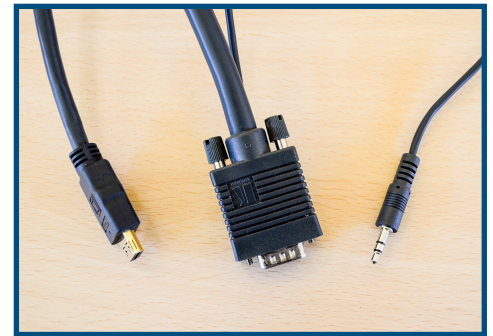


## TO DISPLAY FROM A LAPTOP OR TABLET

Place the laptop or tablet on the top of the cabinet, and plug in the power lead (if needed) to the socket on the second shelf (left of the Blu-Ray player).

Connect the HDMI cable (preferred) or VGA connector and audio lead to the laptop.

Now select the HDMI IN 2 input on the Switcher panel, or for the older VGA connection the PC IN 1 input. Whichever input is selected will glow white to indicate that input.



After starting up the laptop, select the images or presentation (e.g. PowerPoint) to be used and select the display mode to mirror the laptop screen to the projector.

For Windows 10 use the WINDOWS + P key combination to select the display options (e.g. display on laptop only, or on projector as well).

For remote control of such presentations, a wireless control device with laser pointer is stored in the cabinet. To use this with a laptop:

- Pull out the USB receiver from the base of the device and insert this into a USB socket on the laptop.
- Then switch on the remote and use it to start the presentation, move from slide to slide, blank the screen, or use the red laser pointer.



## FOR VISITING SPEAKERS

We would recommend that visiting speakers bring a laptop that they are familiar with. If this is not possible please contact us well in advance, so that the right equipment can be provided.

## **TO USE THE AUDIO SYSTEM & MICROPHONES**

Please remember that HDMI cables carry the audio, but when using the VGA/Audio Fly Lead on a laptop you will need to connect the Mini-jack to the headphone or dedicated audio socket on the device.

If you wish to play just audio through the Mini-Jack connector (for example an I-Pod or smartphone) simply connect to the Mini-jack and select the PC1 input.

A microphone is available for use in the hall and elsewhere. This is a TRANTEC wireless microphone:



It is normally kept in its box on the top shelf of the cabinet, as if left loose it can fall down the back of the cabinet interior.

Another wired microphone is available, but is stored separately.

### **IMPORTANT**

The amplifier drives the loudspeakers in the hall; the volume controls have been set and do not need to be adjusted. Volume adjustments must be done on the audio mixer.

Ensure that the Master Volume is returned to zero before using any equipment; always adjust this gradually up to the required listening level.

## **SWITCHING OFF PROCEDURE**

- Turn off the projector with the remote control supplied. Press the RED power button, then go left to select OK.
- The projector fan will run to cool the projector down.
- Retract the screen using the remote control supplied. When the projector fan has stopped running (and the red light is blinking) the projector may be switched off at the mains.
- Return the master volume on the audio mixer to zero. The cabinet can then be unplugged and the cables coiled neatly away.

**Always allow the projector to cool before removing mains power. Failure to do this will damage the lamp and replacements are expensive!!**

In case of problems, please contact one of the following:

### **Michael Elphick:**

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**This equipment has been supplied by Universal AV Services Ltd**

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