

A/V Instructions: A105-106



Important: To avoid loud audio feedback, ensure the volume levels for all microphones plus the master volume is turned all the way down until you turn the actual microphone(s) on. THEN, slowly turn up the volume to the desired level. When done, turn the volume down (or shut off the power) BEFORE turning the microphones off. You can leave the microphones turned on but keep it muted if you don't need them the whole time.



Access



Use the lockbox on the left side of the A/V cart to gain access to the drawer key. You will need the combination from a staff member or ministry volunteer.



Power

Turn the main power switch on. This is located at the top right of the a/v equipment rack.



Screens

Remotes are in the locked drawer. Use the gray remote, labeled "projector," to aim at the projectors one at a time to turn them on. If desired, use the longer black remote to turn on the TV monitor that faces the presenter. Do not use remotes to adjust any projector or TV inputs or settings. Just use them to turn on/off.



Connecting Devices

You can connect your laptop or tablet either at the back, directly into the a/v cart, or at the front of the room, using cables in the side compartment (labeled) of the a/v cart. Both places have VGA and HDMI hookups available. When you have your device connected (or if you are playing a DVD through the player), press the appropriately labeled button on the video switcher (pictured below).



DVD Player

The room is equipped with a DVD player. Use the DVD remote to turn it on and operate the device. Ensure the proper input is selected on the video switcher and that the appropriate volume levels are turned up on the sound mixer.



Microphones

Both mics (handheld and lapel) are in the locked drawer. Turn on the one(s) you need and make sure they are not on mute. Extra batteries are in the drawer too.



Volume and Sound

The volume level for any device you have connected, the DVD Player, and the Apple TV, is controlled by **channel 1** on the mixer. The volume levels for both mics are controlled by the appropriately labeled sliders on the mixer. The master volume level is controlled by the three gray sliders on the right side of the mixer. Turn all three up to the level you desire.



Checklist for Turning Off and Shutting Down



Turn down all audio levels on mixer.



Turn off microphones



Remove DVD from player (if used).



Disconnect device(s) and put cables back.



Turn off screens.



Turn off main power switch.



Put key back in lockbox and scramble numbers.