

A/V Instructions: A113



Access



Use the lockbox on the outside of the A/V cabinet 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 of the a/v equipment rack.



Screens

Remotes are in the drawer inside the a/v cabinet. Use the TV remote to turn on both TVs. You will need to aim the remote at each TV and press the “on” button. Do not use remotes to adjust any TV inputs or settings. Just use them to turn on/off.



Connecting Devices

You can connect your laptop or tablet to the wall plate below using cables in the drawer. 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

There is a wired mic and cable inside the drawer. Plug the microphone into the input on the wall plate below. Adjust the volume via the appropriate mixer channel.



Volume and Sound

The volume level for any device you have connected, the DVD Player, and the Apple TV, is controlled by the appropriately labeled knob on the mixer. The volume levels for the microphone is controlled by the appropriately labeled knob on the mixer. The master volume level is controlled by the master volume knob on the mixer.



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.