

A/V Instructions: A117-118



Important: To avoid loud audio feedback, keep the volume levels for both microphones 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 microphone off. You can leave the microphone turned on but keep it muted if you don't need it the whole time.



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 gray remote, labeled "projector," to aim at the projectors one at a time to turn them on. Do not use remotes to adjust any projector 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 cabinet, or at the front of the room, using cables in the drawer. 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 the appropriately labeled channel on the mixer. The volume levels for both mics are controlled by the appropriately labeled knobs 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.