

A/V Instructions: A122-123



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. [Not yet installed on this system.]



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 device to the front or side of either room. There are four wall plates available. The room has a mobile podium already wired with an HDMI cable. When you have your device connected (or if you are playing a DVD through the player), use the video switcher (pictured below) to send it to the appropriate screen(s), using the following sequence

1. Hit the appropriate button on the top (inputs) row.
2. Hit the appropriate button(s) on the bottom (outputs) row. If you want to send your signal to *just* A122 or A123, only hit that button. If you want to send to *both*, hit both buttons, one after the other.
3. Hit the "take" button on the top right of the unit.

Examples:

1. I want to play a DVD in A122 only. Hit "DVD" on the top (inputs) row, "A122" on the bottom (outputs) row, and then "take."
2. I want to plug my device in to the front of A122 and present to both rooms. Hit "A122 front" on the top (inputs) row, "A122" on the bottom (outputs) row, "A123" on the bottom (outputs) row, and then "take."



DVD Player

The room is equipped with a DVD player. Use the DVD remote to turn it on and operate the device. Ensure the propper input is selected on the video switcher.



Microphones

The room is not (yet) equipped with a microphone



Volume and Sound



The volume level for any device you have connected, the DVD Player, and the Apple TV, is controlled by the wall plates in each of the two rooms.

Do not adjust the volume on the amplifiers in the a/v rack. Use the wall plates.



Checklist for Turning Off and Shutting Down



Turn down all audio levels on mixer.



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.