

A/V Instructions: Fellowship Central



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 inside of the skinny right cabinet to gain access to key for the mixer cabinet and top left drawer for microphone and remote storage. You will need the combination from a staff member or ministry volunteer.



Power

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



Screens

Remotes are in the drawer inside the a/v cabinet. Use the remote labeled "main projector," to aim at the main projector and turn it on. Do the same for the remote labeled "rear" projector if you want the rear screen on. You will need to get closer to the projectors 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. The back has HDMI and VGA. The front has HDMI only. Look for the white box on the stage. A cable to connect to the front HDMI input is inside the skinny right cabinet. 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

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 and/or the DVD Player is controlled by the appropriately labeled sliders 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 master volume sliders 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.