

A/V Instructions: High School Room



Access



Use the lockbox on the outside of the a/v cabinet to gain access to key for the storage drawer. You will need the combination from a staff member or ministry volunteer. Microphones, remotes, and the sound mixer are in the cabinet.



Projectors

Turn the projector on by pointing the projector remote at the small black box on the right side of the soundboard. If this does not turn the projector on, please make sure the light switch at the front right side of the stage is in the ON position, as it controls the main power to the projector.



Computer

Turn the computer on by pushing the center button on the desktop. The screen should automatically come on, but if it does not, please push the lower button on the right side of the screen. Please turn the computer OFF after using it by shutting it down. Password – mrcctheroad



Connecting Devices

The desktop computer & Blu-ray/DVD inputs are as follows: HDMI=Computer & Blu-ray/DVD player. Component 1=Laptop. Make these changes on the projector remotes.



Microphones and Sound

The soundboard is located on the right side of the cabinet and labeled with two different options. One is the computer sound, and the other is the microphone and lapel. To turn on the microphone, push the red button on the receiver box. If you are using the Blu-ray/DVD player, you will need to use the projector speakers. You can turn the volume up and down by using the projector remote.

Make sure the MAIN SOUND on the soundboard is set to level 0 and unmuted by pressing the red buttons above. (If the red light is on, the sound is muted.) Push the red button above the desired label you would like to use to unmute the sound. To control the volume, move the slide knobs up or down. Please do not touch the twist knobs. They are not the answer to your problem. If you do, it will only make things worse. Make sure both speakers have been turned on by flipping the right switch on the backside of each speaker. If using both speakers, make sure the output for the West speaker is plugged into the input that says, "Both Rooms."



Checklist for Turning Off and Shutting Down



Turn down all audio levels on mixer. Turn off speakers.



Turn off microphones



Remove DVD from player (if used).



Disconnect device(s) and put cables back.

Turn off projectors.

Turn off main power switch.

Put key back in lockbox and scramble numbers.