

# A/V Instructions: Junior High 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.



## Power

Flip the red switch located at the top right area behind the glass door to turn on the soundboard, inputs, and DVD/VHS player.



## Projectors

The projector remote is inside the drawer inside the a/v cabinet. Turn the projector on by pointing the projector remote at the rear of the projector and pushing the power button. If using both projectors, do the same to the West 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 monitor. Please turn the computer OFF after using it by shutting it down. Password – mrctheroad



## Connecting Devices

The Desktop, Laptop, & DVD inputs are all labeled behind the glass door. Push the desired input button you would like to use to display your image onto the projection screen.



## Microphones and Sound

The soundboard is labeled with three different microphones: handheld, countryman (C-Man), and lapel, along with the computer and DVD player. Make sure the MAIN SOUND is set to level 0 and unmuted by pressing the red buttons above. (If the red light is on, the sound is muted.) To control the volume, move the sliders up or down. Please do not touch the twist knobs.



## 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.



Put key back in lockbox and scramble numbers.