

A/V Instructions: PS Multipurpose Room



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 key for the storage drawer. You will need the combination from a staff member or ministry volunteer. You do NOT need to remove the top cover of the a/v cabinet. All components are accessible via the front panel.



Power

Turn the main power switch on (see below. Also, turn the speakers on using the switch on the wall. (It looks like a light switch.)



Screens

The projector remote is inside the drawer inside the a/v cabinet. Use the remote to aim at the main projector and turn it on.

Do not use remote to adjust any projector inputs or settings. Just use it to turn on/off.



Connecting Devices

You can connect your laptop or tablet at the back using cables sticking out of the rack. HDMI hookup is 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

Mics (handheld and over-the-ear) 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. There is a wall-mounted mic behind the puppet stage. It can pick up voices of performers using puppets. There is a "push to talk" button behind the stage too,

allowing the mic to be kept on at the mixer but only active when someone pushes the button.



Volume and Sound

The volume level for any device you have connected and/or the DVD Player is controlled by the appropriately labeled knobs on the mixer (pictured below) 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 (except puppet knob). Turn off speakers on wall switch.



Turn off microphones



Remove DVD from player (if used).



Disconnect device(s) and put cables back.



Turn off screen.



Turn off main power switch.



Put key back in lockbox and scramble numbers.