

A/V Instructions: S1



Important: To avoid loud audio feedback, keep the volume levels for all 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 containing microphones and remotes. You will need the combination from a staff member or ministry volunteer.



Projectors

Turn the projectors on by pointing the projector remote at the small black infrared receiver on the wall behind and to the right of the sound cart. One projector faces the front of the room, and the other faces the rear. Either projector remote should work to turn the projectors on.



Computer

If using the room's provided computer, turn it 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. The login information is posted on the computer. Please turn the computer OFF after using it by shutting it down.



Connecting Devices

You can connect your laptop or tablet either at the back, using the HDMI cable available on the a/v desk near the computer monitor, or at the front of the room, using cables stored in the a/v booth that can plug in to the wall plate on the front wall. When you have your device connected (or if you are using the room's provided computer or playing a DVD through the player), press the appropriately labeled button on the video switcher (pictured below).



Microphones and Sound

There is a wireless handheld and clip-on mic in the drawer. Turn the mic on and ensure it is not muted. Then, find the channel on the mixer for that mic. Ensure it is not muted, and slide that mic's channel, plus the master volume up, until you reach the desired volume. There are also two channels (you must use both) for computer audio. Any audio coming from this room's desktop, the front or back HDMI inputs, the DVD player, or the Apple TV will come through this channel. You can mute channels from the mixer when not in use.



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 projectors.



Turn off main power switch.



Put key back in lockbox and scramble numbers.