

# This document refers to using the Audio-Visual Systems in Ashton Keynes Village Hall

There are several pieces of equipment that you need to familiarise yourself with. The notes on what they contain (if appropriate) are detailed below:

Equipment	Usage	Location	Notes
PA Control Cupboard	When you need audio output via the PA system.	A grey cupboard on the stage just left of the curtain as you are facing out to the Hall.	1
Stage Lighting Cupboard	Stage Lighting control & some PA connection cables in a plastic box.	Next to the PA Control Cupboard, nearer to the external wall and window.	2
Screen	For viewing the projected content.	Above the stage (black cassette that stretches across the wooden paneling).	3
Projector	Projecting images, videos, and to link into the PA (channel 1) if you have audio output.	Mounted on the second beam back from the stage.	4
Safe	Storage for Remote Controls and various PA connection cables	In the cupboard adjacent to the right-hand side stage steps (as you look at the stage from within the Main Hall)	5
Connection Blocks	For connecting your visual output device (with or without audio) and a more convenient connection for your audio output device if you are not using the projector	Under the front of the stage on the right-hand side (as you look at the stage) and mounted on the inside of the stairs Just slide the current back slightly and the connections blocks are exposed.	6
Sub-woofer / Bass speaker	To improve the PA sound output	By the connection blocks.	7

## 1. PA Control Cupboard

There are four units in the PA Control Cupboard. The top one is for the wireless microphone, the next one down is the Mixer (controlling what is fed into the Amplifier), the third one down is the Amplifier (ADASTRA logo) with the Hearing Loop control at the bottom. As long as the top unit is powered, there is no need to touch it. Please do not interfere with anything on the hearing loop controller. We have labelled the channels on the mixer. They are also listed at the end of this document (just in case someone has peeled off a label).

## 2. Stage Lighting Cupboard

The stage lighting system is covered in a separate document, but in this cupboard, you will find a plastic box containing lots of different cables for connecting your audio output device directly into the PA system. The handheld and lapel wireless microphone are stored in this location; they are on the same mixer channel (7). There is also a separate Wireless microphone that can be plugged into another channel (5 or 6) on the Mixer should two microphones be required.

Note that these cables only need to be accessed if you are plugging directly into the mixer within the PA Control Cupboard. For ease of use, we have provided a connection at the front of the stage. This is covered later.

### **3. Screen**

A new addition to the Hall facilities and there for anyone to use – but we do need to be told so that we can provide access to the safe for the remote controls (see note 5). This is simple to operate, there is are buttons for automatic Down and Up. Using the automatic function (fairly clear on the remote control), the screen will lower to a fixed level. There are buttons to take it up (or down) in stages and there is also a button for Stop. It makes sense to use the automatic ones so that you can get on with other tasks whilst the screen sorts itself.

### **4. Projector**

Although not a new addition to Hall facilities, it is now accessible to all hirers – but we do need to be told so that we can provide access to the safe for the remote control (see note 5). Details of how to use the Projector are dependent on what you are connecting. Most options can be found within this document

### **5. Safe**

The remote controls for the Screen and Projector are kept within the accessible Safe. Providing we were advised that you want to use them, access details for the key will be provided. Insert the key and turn, once the key has unlocked the mechanism, turn the large handle on the safe to gain access. Without the remotes, the screen and projector are useless and so it is imperative that the remotes (and any cables used from the safe) are returned and that the safe is relocked. Once relocked, loop the key cord over the top of the safe so that the key is not hanging into the storage area.

Inside the safe, you will find remote controls for the Screen and the Projector, spare batteries and various cables for connecting your device.

### **6. Connection Blocks**

These are for connection to the projector and local connection to the PA system.

### **7. Sub-Woofer / Bass Speaker**

You will have better sound quality via our mono PA system if you use this speaker as well. We leave all of the non-power connections attached and so all you need do is to plug it into the mains. There is a marked plug and several sockets located nearby. Please leave the sub-woofer where it is.

## **IMPORTANT FOR THE END OF YOUR HIRING**

Please ensure the following at the end of your session:

1. The screen is fully up;
2. The Projector has been turned to standby;
3. Everything that you took out of the Safe has been unplugged (where necessary), put back and the Safe locked;
4. The Amplifier is turned off (leave the other units in the PA Control Cupboard turned on);
5. The Sub-woofer / Bass Speaker is unplugged from the mains. There is no need to do anything else with this speaker;
6. Any items that you took from the plastic cable box in the Stage Lighting cupboard are put back.

# **IMPORTANT FOR SOUND IF YOU ARE USING THE PA**

*(WHETHER PROJECTING OR NOT)*

## **THE AMPLIFIER MUST BE TURNED ON**

In addition to turning on (via the large rocker switch) you need to adjust the volume to a comfortable level. The Amplifier volume is controlled by the large knob at the side of the power switch, but the input to the Amplifier is also controlled by the level setting on each of the channels on the Mixer. It is up to you to test the sound before your audience is present.

We have labelled the mixer with what the input equates to – for example, Input 1 is labelled ‘Projector’ and is the audio being fed back by the projector. Input 7 is the Wireless microphone. You can use the inputs on channels 3, 4, 5 and 6 to connect your own device should you wish, but if your read on, there are easier ways.

### **Audio Visual Session using the Projector & PA for moving / changing images**

Connection to the projector depends on what type of device you are using. HDMI is always better as it carries both Audio and Visual signals, but this is not always available on your device. We provide a DisplayPort to HDMI adaptor (for newer PCs and Laptops), a USB type C to HDMI (for any device that has USB-C) and a ‘lightning’ to HDMI connector for iPhones and iPads.

There are two beige coloured connector blocks (see table for location). One is labelled ‘Input C’ and only has a single HDMI connector; the other is labelled ‘Input D’ and has several sockets. The two options (C and D) equate to the sockets on the projector and the corresponding buttons on the projector remote.

Ideally you should use Input D as Input C is primarily used for the Rural Cinema where we have separate Dolby Audio. With Input D, use HDMI if you can as this carries both Audio and Visual. If you only have VGA (another cable provided in the Safe), use the relevant socket on the Input D block, but as VGA does not transmit Audio, you will need another connection.

Adjacent to the VGA socket (on Input D) there is a black audio connection socket for a 3.5mm Audio Jack. There is a cable in the Safe to link to your device (and an extension cable if required in the plastic box). Using this socket on Input D links to the PA system. Many of you will have plugged directly into the PA system to play music, but by using Input D (only effective when using the projector as well), you can control the sound from your device (i.e. laptop) and/or the Projector remote. Of course, you will have set a comfortable maximum volume on the Amplifier in the PA Control Cupboard.

If you require mixed input (for example using the wireless microphone) and the projector at the same time, you can adjust the input level setting on the Mixer corresponding to what you have plugged in. It should be balanced with the overall volume on the Amplifier to provide a comfortable overall volume level.

The wireless microphone (stored in the plastic box) is on Channel 7. You will find a hand-held microphone, and in the black pouch, a lapel connection. Note that both of these use channel 7 and so you cannot use both at the same time. There is an additional wireless microphone (lapel only) that plugs into a separate channel (5 or 6) on the Mixer. This is stored in the same location in a white box. If you use this second microphone, please ensure that it is placed back in the white box at the end of your session.

You can still plug other devices into the mixer (for music etc.) and the volume level will be that set on the mixer and Amplifier.

### **Audio Visual Session using the Projector and PA for static images**

There may be occasions when the projector is required for a static picture with music and/or microphone input. If the source is something like YouTube or a PowerPoint presentation where the audio has the same source, it can be treated like moving / changing images, although this sometimes depends on how you have Windows set-up.

The easiest thing to do is try it by connecting to Input D (HDMI). If there is no sound being transmitted by the Projector to the PA (channel 1 of the mixer), then it is necessary to connect the audio to the PA Control Box (but before thinking of using long leads, read the section below as that details how to connect in the extension 3.5mm under the front of the stage.

**A key thing to remember – Input D and Input C are only of use if the Projector is turned on but you cannot use the Projector just for audio**

### **Audio Session just using the PA**

***(or when showing images on the Projector where audio but it is not being transmitted via HDMI)***

It is possible to plug in a suitable audio device to the spare channels on the mixer – sockets have been provided as you can see from looking at the unit.

However, for convenience we have installed an extension cable to a socket adjacent to Input C. You can recognise this as it has 3 connectors – 2 x 3.5mm (one marked yellow the other red) and a coax socket that links to our FreeSat dish. The cable in the coax socket should not be removed – you will only need the cable if showing free-to-air TV. The 3.5mm socket marked with Red is used for the hearing loop system and should be left. The yellow one is an extension cable that links to the PA Control Box.

Above the Amplifier (on the shelf) there is a cable where the connectors have been marked with yellow. By default, the cable will be connected and therefore links to the mixer. However, you can separate this and plug the male end into a channel on the Mixer (for example channel 4). Word of warning, ensure that you a) keep the original female end where you can reach it because; b) you must reconnect it at the end of your session.

Once you have plugged this into a channel, you can use the more convenient connector under the front of the stage.

Set the volume on the Amplifier so that if you need any fine adjustments, you can make these on the device you are using.

### **Microphones**

Most of this is a duplication of sections above. The wireless microphone (stored in the plastic box) is on Channel 7. You will find a hand-held microphone, and in the black pouch, a lapel connection. Note that both of these use channel 7 and so you cannot use both at the same time. There is an additional wireless microphone (lapel only) that plugs into a separate channel (5 or 6) on the Mixer. This is stored in the plastic box location in a small white box. If you use this second microphone, please ensure that it is unplugged and placed back in the white box at the end of your session.

There is also a wired microphone that plugs into a socket by the stage curtain edge (at stage level). This is on channel 8 in the mixer and can be used at the same time as the wireless microphone(s). The cable and microphone are stored in the plastic box in the lighting box cupboard. Please return after use. Note when unplugging the microphone from the socket, it is necessary to depress the clip to release the plug.

## **Inventory of the Safe**

- Remote Control for the Projector
- Remote Control for the Screen
- Spare AA Batteries
- Spare AAA Batteries
- HDMI cable (note that this is low quality and so it may be better to bring you own);
- VGA Cable (male to male)
- 2 metre audio (3.5mm) cable;
- USB-C to 2 x HDMI sockets with instruction manual
- USB-C to 3.5mm socket (for use with later Android 'phones)
- Lightning to 3.5mm socket (for use with later iPhones)

If longer HDMI cables are needed, please ask. A 3.5mm extension lead can be found in the plastic box in the Stage Lighting cupboard.

## **Inventory of the Plastic Box within the Stage Lighting Cupboard**

This only includes the bits you may need – there are many more cables and converters that are for Village Hall Management Team use only.

NOT DONE YET

### Mixer Channels

1 – Projector

2 – Not currently used

3 – 3.5mm socket for hirers equipment

4 – 3.5mm socket for hirers equipment

5 – ¼" socket for hirers equipment / 2<sup>nd</sup> Wireless microphone

6 – ¼" socket for hirers equipment / 2<sup>nd</sup> Wireless microphone

7 – Wireless Microphone

8 – Wired Microphone