

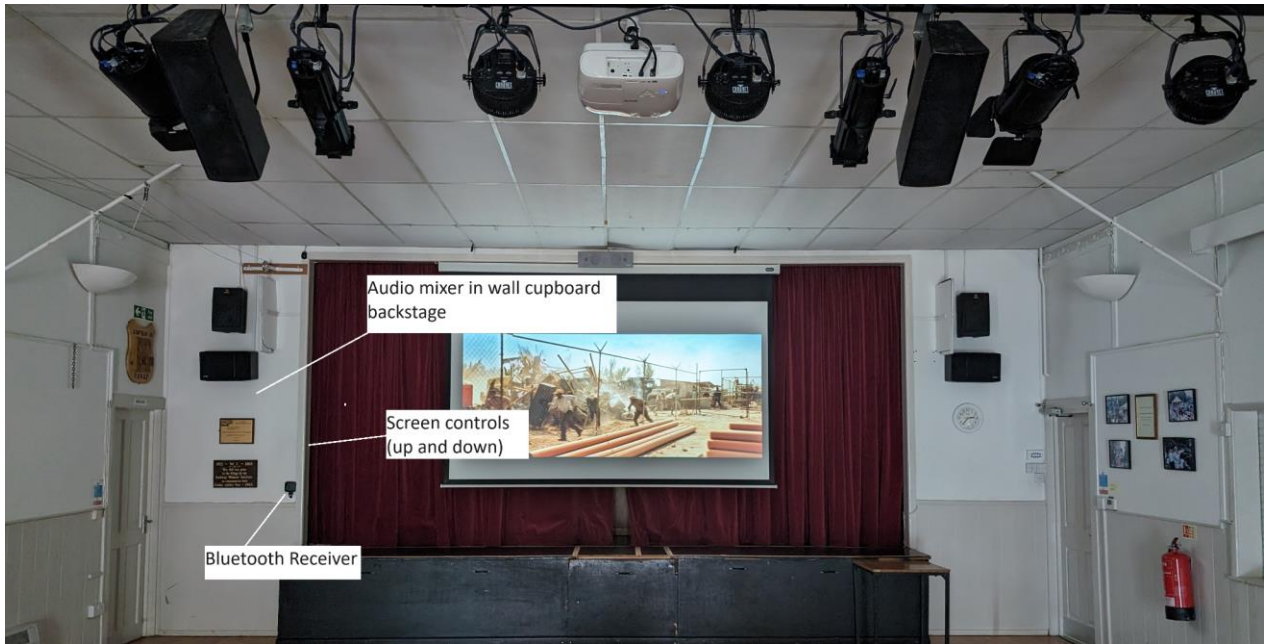
Using the Village Hall stage sound and video system.

(Separate instructions exist for showing films on the surround sound system)

Please follow these steps in the order described.

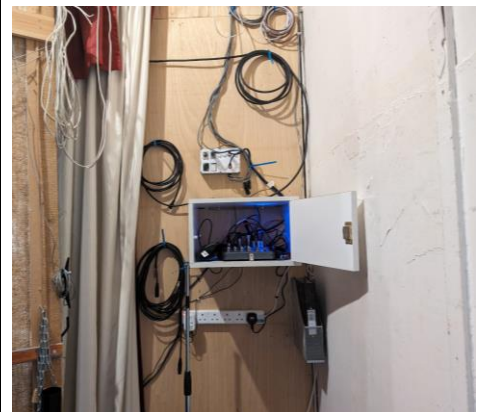
You won't hear any audio in the hall until you have completed the last step.

When you have finished, please coil and stow the wires, return equipment to where it lives and turn off the power to the equipment.



1. Backstage, to the right, there is white box attached to the wall. Inside you will find a microphone in a zip up pouch and a small mixing desk. The mixing desk is already set up. Turn on the power using the wall plug at shin level. When on, the mixer emits a blue light.

2. Plug the microphone into the microphone cable on the top of the box. There is an extension cable and microphone stand to the left of the box for setting up on the stage.



3. If you wish to play audio from a phone or computer, this can be done by "pairing" to a Bluetooth receiver on the wall at the front of the stage. It will appear as "B06+" on your device.

If a microphone and audio playback is all you need, then go to step 7.

For the subsequent steps, you need to open the AV cabinet set into the left hand side of the bar at the back of the hall. This requires a key from the key cabinet in the rear corridor. At the top of the cabinet to the left hand side is a red power switch.

Turn it on.

This provides power to the projector, screen and other AV equipment in the cabinet. This power switch also turns on power to the Induction Loop system for Hearing Aids.

4. If you wish to show a presentation on the hall projector, then you'll find a HDMI cable to the left of the white box behind the stage. Plug it into your computer. The cable is long enough to reach the centre of the stage. This will also provide audio for any videos shown on your computer



5. The projector has its own remote control kept in the cabinet at the bar. Use this to turn on the projector and choose **"HDMI2"** on the projector remote to view your computer images.



6. The projector screen up and down is controlled by buttons on the left of the stage just behind the curtain, or by using the white remote control kept in the AV Cabinet



7. It's time to switch on the speakers. This switch is towards the back of the hall, by the disabled access fire doors. The switch is labelled "DB1/3".

