

## Using the AV equipment in Orchard Hall

- Open cupboard with key from key-safe on the wall side of the door
- Light switch is inside door on left
- Power switch for the cabinet left hand side of bottom rack. One switch does all.
- System will detect source of input. After connecting, little adjustment is needed
- When finished, only turn off the master switch. Do not turn off individual switches.

## Music playback from phone or device with 3.5mm jack

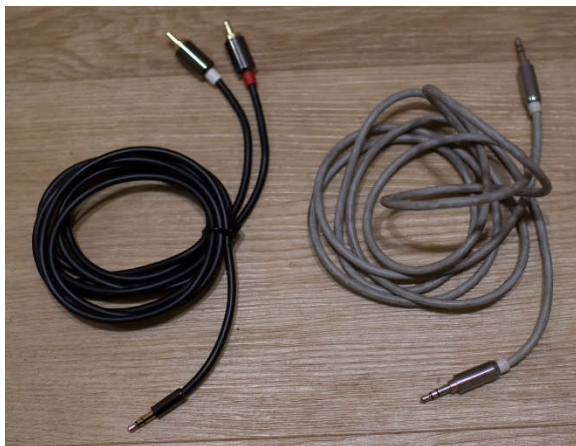
### Either

Connect 3.5mm jack to bottom rack (right of pic).  
Playback is via BlueRay Channel



Make sure volume on the phone/device is turned up to max.

Select appropriate cable.



### or

Connect RCA (banana) plugs to socket on middle rack.  
(right of pic).  
Playback is via AUX IN Channel



## Playing CD or DVD

### audio

- Insert disc and use the remote controller to play
- CD Eject button is far right.



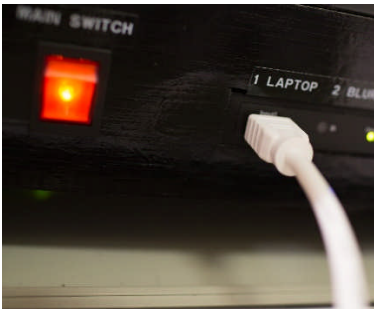
### movie

- Insert disc in Blu-Ray player and use the remote controller to play
- Lower Screen and turn on projector using remote controllers
- Should work with default settings, but please try to test in advance, and ask if there are problems.
- Adjust hall speaker volume using Blu-Ray volume control on mixer (LHS)

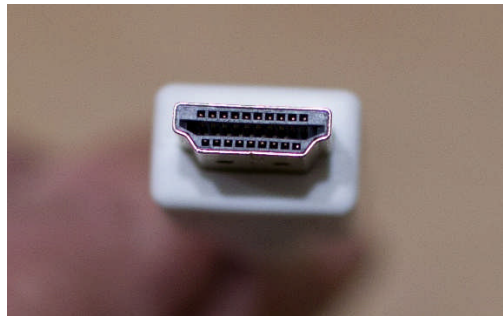
## Projecting (or playing music) from PC

- Lower the screen and turn on projector using remote controllers
- Connect using HDMI cable
- If you only have VGA output on your PC, please ask about a VGA to HDMI converter

### Connecting PC to the cabinet



White HDMI cable connected in to bottom rack



HDMI plug, so you know what HDMI looks like.

### Connecting PC to the floor

Cover for floor connection lifts and detaches



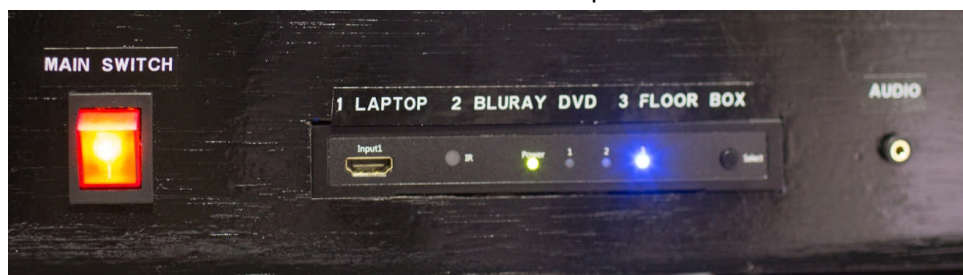
Floor connection provides 2 x mains sockets.

Replace cover for tidy connection



## Trouble shooting

- Make sure all units are switched on
- If playing from phone, make sure device volume is set to maximum
- If microphones don't work, check for a flat battery, swap for one in the chargers at floor level.
- If connecting to bottom rack, or from the floor, check the channel selection on the bottom rack. There are three channels, as labelled. There is a small button on the right of the lights (under the word BOX). Press up to three times to select from the three channel options.



## Volume Control

- Mixer unit: channel in use will be lit up (microphones are colour coded).
- Volume controls on the mixer adjust the six speakers in the hall. Playback always mono.

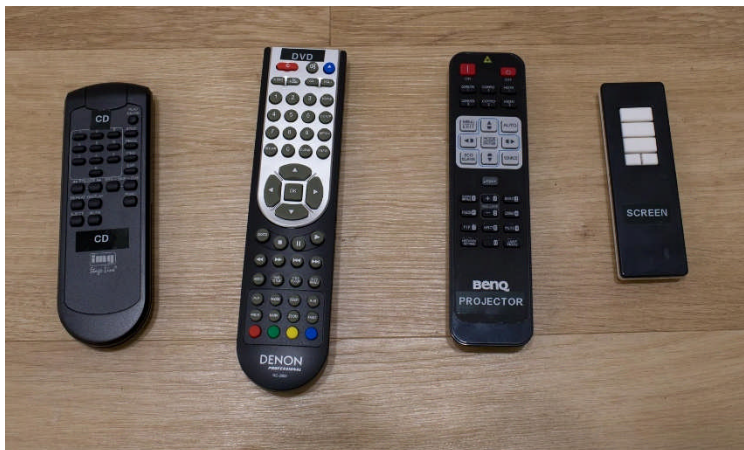


Volume control for Blu-Ray and CD not shown – they are on the left.

- Volume adjustments big speakers on top rack. Each speaker controlled separately.



## Remote Controls



*Left to Right*

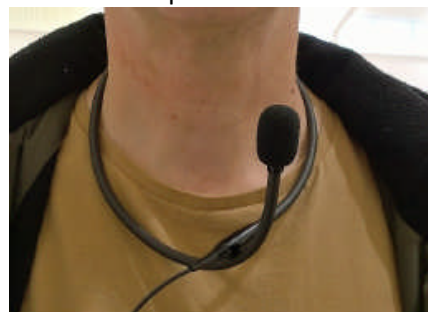
CD,  
DVD,  
Projector,  
Screen.

Projector (in ceiling) is all set up. Only use the top ON/OFF buttons of the remote control.

## Microphones



2 x handheld.  
2 x Belt. See picture for use.



- Each microphone has an ON/OFF switch. Please be sure to turn off after use.
- If you find a flat battery, swap for one in the chargers at floor level.
- Mics are colour coded to match channel on mixer



## AV Equipment



AMPLIFIER and  
VOLUME CONTROL for  
TOP BLACK SPEAKERS  
each speaker controlled  
separately

MICROPHONE RECEIVERS  
If microphones don't work,  
check they are turned on.  
Note colour coding to match  
the mics and the channels

POWER FOR  
MICROPHONE RECEIVERS

SOUND MIXER  
Adjust channel volumes.  
Master volume on right.

CONNECTION SOCKETS

MAIN AMPLIFIER

SOME MANUALS

CD/MP3 PLAYER

BLU-RAY DVD PLAYER

BLANKING PLATE

INDUCTION LOOP CONTROL

MASTER SWITCH (left, red)  
INPUT OPTIONS  
including phono socket