

## **Using the Sound System**

1. Open the A/V cabinet. Turn on the power bar inside. This turns on the amplifier.
2. Plug microphones (found in the A/V cabinet) into the podium and/or the mike stand.
3. Plug in the power cord running from the podium and turn on the mixer in the podium.
4. There should usually be no need to adjust the volume, but if you need to, you can use either the podium mixer, to adjust individual microphones, or the main mixer to adjust both at once.
5. If you want to play a CD, turn on the DVD/VHS player in the A/V cabinet. The DVD player also plays CDs and its remote control can be operated from the front of the sanctuary by pointing it at the wall plate that has the switch for the projection screen. Both have labelled volume controls on the main mixer in the AV cabinet.

## **Using the Projection system: Quick Instructions (see manuals for details)**

1. Make sure the power bar is switched on in the A/V cabinet. If you are planning on showing a VHS tape or a DVD, make sure the VCR/DVD combination player is on.
2. Lower the projection screen. The switch on the wall to the left of the stage has three positions. The up position moves the screen up. The down position moves it down. The screen will stop automatically when it reaches the top or bottom of its travel. Leave the switch in the middle position when not moving the screen.
3. Turn on the projector using its remote control. Stand facing the front of the projector and push the power button, labelled 1/0.
4. Press either the “computer” or “video” button on the projector remote, depending on which source you are going to use. If you are using a computer, make sure the screen displays “computer 1” briefly; if not, press the computer button again.

### **DVD/VHS**

5. To play a DVD or VHS tape: put the disc or tape in the player, then use the player's remote control to operate the machine. There's nothing unusual about the controls; see the manual, located in the A/V cabinet, if you have problems. The remote can be used in the office by pointing it at the player, but it is more convenient to use it from the sanctuary by pointing it at the same faceplate that has the screen switch. There is a remote-control extender that connects from there to the player in the office.
6. The sound for the DVD/tape player is controlled by Channel 6 on the mixer. You can use microphones (channel 1) at the same time, if you wish. If you don't get any sound, make sure the player is set correctly (DVD or VHS.)

## Computer

7. To use a computer with the projector: there is a wall plate at the left of the stage with video and audio jacks for a computer and there is a cable in the A/V cabinet that will connect from a computer to the wall plate. The cable is designed for a computer with a VGA connector for video output and a mini-phone jack for audio (usually the earphone jack on a laptop.) Most laptops have VGA outputs for video, but Macs will need an adaptor. For best results use XGA resolution (1024 by 768) on the computer. The computer audio appears on channel 5 of the mixer. Most laptops will find the projector automatically if you turn the projector on first, then the laptop. If not, use whatever means your laptop has to select dual monitors.

## Blanking the Screen

8. To stop the computer or video output from showing on the screen, push “No Show” on the projector remote. This blanks the screen without turning off the projector. It's easier on the bulb and lets you show your video immediately without waiting for the projector to warm up. To resume the show, just push “No Show” again.
9. When finished, raise the screen, turn off the projector by pushing the I/O button twice, and turn off the power bar in the cabinet. Close and lock the cabinet. Be especially sure to turn off the projector: bulbs for these projectors are very expensive! The fan in the projector will continue to run for a while after you turn it off; this is normal.

**Additional Adjustments (optional).** You don't need to bother with this unless you have the time and interest.

1. The “Lamp control” button on the projector remote allows you to vary the lamp brightness. The default “auto” position adjusts the brightness according to the scene, brighter for bright scenes, darker for dark ones. In addition, you can set the lamp to three brightness levels, bright, normal, and economy. You'll probably need either auto or bright in the daytime because of light from the windows. If you don't need the full brightness, especially in the evening, you can extend the life of the bulb (and use a little less electricity) with the lower settings.
2. The projector also has a “select” button which gives several image settings. The Standard (default) setting should work well for most presentations. Try the “cinema” setting for movies to get more subtle shadings from light to dark.
3. If you want even more control, use the menu button to get a full range of control over the image. Do this only if you have some time to play!