

**Westleton Village Hall: A Quick Guide to the Audio-Visual Systems
V1b: (January 2020)**

In the Main Hall:

General Points

- The various leads, remote controls and microphones that you may need are all in a labelled plastic box kept with the portable data projector (and the DVD/BluRay player) on a wheeled trolley, currently kept in the big store cupboard in the foyer.
 - The actual amplifiers (etc) are inside a cupboard in the corridor, but you should not need to access these and **you should not attempt to alter any settings or twiddle any knobs**
 - The various remote controls are herein identified by using the manufacturer's name.
 - There is an Induction Loop system for hearing aids in both the main hall and the foyer. *These are connected to the PA Sound system and will not pick up ambient or surround sound.*
 - If the presenter's laptop (etc) has an old-style VGA socket, you can use the **VGA to HDMI converter** provided to connect it up, in both spaces. Also plug the USB lead into any USB socket (for power), and the audio jack into the device's headphone socket if audio is required.
- 1) **Audio:** There are two separate sound systems, one Public Address (PA) **Sound** system for lectures, background music (etc), and a (**Yamaha**) **Surround** Sound AV system for movies and serious music. *Both can be used at the same time.*
 - 2) **Visual:** There is a **BenQ** video projector, to which images can be sent via two separate HDMI sockets, i.e. either **Directly** (for presentations etc) or via the **Surround** AV system
 - 3) **To set up the PA sound for a lecture:** Just switch on the **Sound/Loop** system (use the switch on the wall), and either (or both) of the radio microphones (a throat mike for the speaker, and a hand-held mike for the chair-person and/or questions)
 - 4) **To set up the projector for a slide presentation**
 - a) Plug the long HDMI cable into the laptop and the socket labelled "**Direct to Projector**"
 - b) Use the **BenQ** remote to switch on the projector, and *wait a few minutes* for it to warm up (be patient and do **not** press the button more than once !)
 - c) If the presentation includes audio, plug the small (headphone) jack of the audio cable into the computer, and the large jack into the wall socket (and switch on the PA sound system)
 - d) At the end, switch off the projector using the **BenQ** remote (press the Off switch twice)
 - 5) **To play audio from a device** (phone, etc) just plug in the audio lead as at 4(c), above
 - 6) **To play a movie (etc) on a DVD or BluRay disc**
 - a) Plug the DVD/BluRay player into a mains outlet, switch it on and insert the disc
 - b) Switch on the **Surround** sound system (using the wall switch)
 - c) Connect the player to the **Surround** HDMI socket, using the long HDMI cable
 - d) Use the **BenQ** remote to switch on the projector first (see 4b), and then the **Yamaha** remote to switch on the surround sound system, (*point the remote at the video projector, but see Note C*)
 - e) A Yamaha image (of part of a piano) should appear...
 - f) ...followed by the DVD/BD screen. Use the **Sony** remote to highlight and select the bottom (BD or DVD disc) option, and to play, pause, stop, and resume playing the disc
 - g) Use the **Yamaha** remote to adjust the sound level [*see also Note C*]
 - h) At the end, switch everything off, including the projector (using the **BenQ** remote and pressing the Off switch (twice))
 - 7) **To play serious music** (e.g. opera & orchestral music): use any source device with an HDMI output to play through the **Surround** system (as in 6 (b to e) & (g) above) [*see also Note B*]

Notes

- A. The main hall PA is a stereo system, with 4 speakers (one in each corner). The rear speakers are wired R-L instead of L-R to give a spread-sound effect, but the stereo image will be very confused, so it's not good for serious music (use the Surround system instead, see (7) above).
- B. It may be possible to use AirPlay (etc) to do this too, but this is not yet enabled
- C. The link for the Yamaha remote seems to be temperamental. You may need to go to the AV cupboard and point the remote at the Yamaha unit itself until it is fixed.

See over for instructions for the Foyer

Westleton Village Hall: A Quick Guide to the Audio-Visual Systems

In the Foyer

General Points

- The various leads, remote controls and microphones that you may need are all in a labelled plastic box kept with the portable data projector (and the DVD/BluRay player) on a trolley, currently in the big store cupboard in the foyer.
- The actual amplifiers (etc) are inside a cupboard in the corridor, but you should not need to access these and **you should not attempt to alter any settings or twiddle any knobs**
- The various remote controls are herein identified by using the manufacturer's name.
- There is an Induction Loop system for hearing aids in both the main hall and the foyer. *These are connected to the PA Sound system and will not pick up ambient or surround sound.*
- If the presenter's laptop (etc) has an old-style VGA socket, you can use the **VGA to HDMI converter** provided to connect it up, in both spaces. Also plug the USB lead into any USB socket (for power), and the audio jack into the device's headphone socket if audio is required.

- 1) **Audio:** There is a single Public Address (PA) stereo **Sound** system for lectures, music (etc)
- 2) **Visual:** There is a portable **Optoma** video data projector, to which devices can be connected using the HDMI leads provided. This should be positioned over and powered from the central floor outlet. It also has a remote control but you should not need this.
- 3) **To set up the PA sound for a lecture** (probably not necessary in here unless the induction loop is essential): Switch on the **Sound/Loop** system (use the switch on the wall), and plug a suitable microphone (one with a lead) into the floor socket.
- 4) **To set up the projector for a slide presentation**
 - a) Plug the long HDMI cable into the laptop and the projector
 - b) Use the power switch to turn on the projector, and wait (a few mins) for it to warm up
 - c) If the presentation includes audio, plug the small (headphone) jack of the audio cable into the computer, and the large jack into the floor socket (and switch on the PA **Sound** system)
 - d) At the end, switch off the projector (press the power switch twice)
- 5) **To play audio from a device** (phone, etc) Switch on the PA **Sound** system, use the audio lead and plug it in to either the floor socket or the wall jack sockets as appropriate.
- 6) **To play a movie (etc) on a DVD or BluRay disc**
 - a) Plug the DVD/BluRay player into a mains outlet in the floor, switch it on and insert the disc
 - b) Switch on the **Sound** system (using the wall switch)
 - c) Connect the player to the projector using either HDMI cable
 - d) Use the power switch to turn on the projector, and wait (a few mins) for it to warm up
 - e) The Sony DVD/BD screen should appear. Use the **Sony** remote to highlight and select the bottom (BD or DVD disc) option, and to play, pause, stop, and resume playing the disc
 - f) *It's not clear if there is any way to adjust the sound level for this*
 - g) At the end, switch everything off, including the projector (press the power switch twice)

See over for instructions for the Main Hall