

Kingswood Village Hall Audio Visual (AV) System

Instructions for Basic Level Users

Contents

All Users should read sections 1, 2 and 3 of this manual plus those later sections for the features of the system they intend to use.

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If you have any problems - please call

Simon Peacock	Hall Manager	07376 164050
Bob Gunn	KVCA Chair	07504 060758
Simon Parnall	KVCA Advisor	07881 913060

1) Opening, closing, switching on and shutting down

Operation

If you have booked to use the AV system, collect the key for the Audio Cabinet from Kingswood Village Store. A £20 cash deposit is required. The key must be returned to Kingswood Village Store afterwards.

Read sections 1, 2 and 3 of this manual plus those later sections for the features of the system you intend to use.

Unlock the rack using the keyhole at the front of the grille door. Please do not attempt to unlock the side panel.

The bottom of the rack of equipment should look like this:



Switch the equipment on using the green rocker switch at the bottom right of the rack.

Please make sure that nothing is placed over or inside the rack - particularly drinks of any nature (including water).

If you need to access the equipment during your event you should leave the cabinet door open and have a responsible adult positioned there in charge of it.

If you do not need to access the equipment during your event you should close and lock the door until the end when you switch off. This is particularly useful if there is a risk from inquisitive children (and/or adults!).

When you have finished

Shut down the AV system as follows.

Shut down any additional equipment that you have used (eg projector to stand-by, and screen retracted into the screen box).

Remove any disc you have put into the BluRay Player.

Replace in the Drawer all equipment taken from it.

Return all the controls on the Mixer to their starting positions.

Switch off the rack using the green rocker switch at the bottom right. This will turn off everything that needs to be switched off. Some lights will still remain illuminated, this is completely OK. These are the red light to the left of the mains power sockets and the green lights on the left hand half of the row below the mains power sockets.

Finally, once again checking that the green lamp on the rocker switch at the bottom right is not illuminated, close and lock the grille door.

Remember to return the cabinet key to Kingswood Village Store and reclaim your deposit.

2) Familiarisation with the equipment

When you have opened the Audio Cabinet door and switched on the system, the equipment rack looks like this.



← BluRay player (Denon)

← Mixer (Alesis)

← Drawer

← Mains power sockets

← On/Off switch (RH side)

The basic user will only need to operate the equipment from the bottom of the rack up to, and including, the Denon BluRay player. Please do not adjust any of the controls above this point.

3) The Mixer (Alesis Multimix 10)

Equipment

The key piece of equipment is the Mixer, which combines signals from all the sources: wired microphones, radio microphones, the BluRay/DVD/CD player, the digital recorder and your mobile device.



Close to the right side of the Mixer is the master volume control, labelled 'Master'. This is a white slider in a vertical groove which has a printed scale.

On the left hand side of the Mixer are the 7 separate sets of controls for individual sound sources as follows, numbering from the left:

<u>Channel</u>	<u>Sound Source</u>	<u>Labelled</u>
1	Wired microphone 1	Mic 1
2	Radio microphone A	Radiomic A
3	Radio microphone B	Radiomic B
4	Not in use	
5/6	BluRay/DVD/CD player (stereo channels)	BluRay/CD
7/8	Digital recorder (stereo channels)	Recorder
9/10	Your mobile device (stereo channels)	Mobile

Each channel has a set of coloured knobs (left) and a vertical slider control (right).

Between the Master volume control on the right and the individual channel controls on the left are:

- Small black input sockets for connecting devices – EXT IN and EXT OUT
- Large black input sockets for two microphone leads – INPUT 1 and 2
- A set of coloured Peak LED lights

Operation of the Mixer

On the master volume control, raise the white slider to the top of the scale. You will make all of the adjustments you need with the individual source controls for channels 1 to 10.

To increase the sound level from the source you require, raise the appropriate slider control and set the others, for sources you are not using, to the bottom.

The top knob (white top) of each channel is a 'Trim' control, which sets that channel's input level. You shouldn't need to adjust this control, but if you have inadequate volume or if you have distortion then adjust this control so that the Peak LED lights illuminate on the loudest sounds. Then adjust this control back down a little so that it no longer peaks.

The blue control knobs adjust the tone, HI for treble and LO for bass.

The red control knobs - Aux 1 and Aux 2 - set how that channel contributes to the Digital Recorder and to the Hard of Hearing loop system respectively. Please don't adjust these controls. More details of their use may be found in the handbook for Advanced Users.

Finally, each channel has a white 'Pan' control, which for basic system use should always be set to its top central position (12 o'clock).

4) Playing music from a mobile device

Introduction

You can play music wirelessly from any iOS or Android device (eg phone, tablet) very easily by Bluetooth, or by wire using a 1/8" jack cable (which may be found in the drawer).

Coupling your device

To avoid interruptions during playback it is recommended that you put your device into Airplane mode and deactivate any alarms or alerts before coupling it to the system.

To couple wirelessly using Bluetooth, simply use the Bluetooth controls on your device to pair your device to the Alesis mixer. When it is paired you'll see a blue light illuminate on the right hand side of the Mixer.

To couple your device to the system using a wired connection, plug the 1/8" jack lead to your device and to the "Ext In" input just underneath the ALESIS name on the Mixer.

Operation

Play your music through the system exactly as in your car or home entertainment system.

The volume level is set by the Channel 9/10 slider control and can also be adjusted on your device.

When you have finished

Shut down the system as described in section 1.

5) Playing music from a CD

Equipment

The BluRay player in the Audio Cabinet is used to play CDs. It has a tray for the CD which is opened and closed by pressing the Eject button next to it.



The sound is controlled by the Channel 5/6 controls on the Mixer.

Please be careful when loading and removing discs from the tray in the BluRay player. It is very fragile. Be careful when opening the tray and do not leave it open longer than necessary to insert your disc.

There is a BluRay remote control unit in the drawer near the bottom of the Audio Cabinet. This is used for starting, stopping and for selecting tracks.



Operation

Open the tray in the BluRay player, insert your disc and close the tray.

Use the BluRay remote control to start and stop playing your music.

To go to a specific track number, use the BluRay remote control. Type in the track number you want using the numeric panel. Please note that the track number will NOT show on the display panel of the BluRay player.

Use the Channel 5/6 controls on the Mixer to adjust the sound. (See section 3)

When you have finished

If necessary, stop your disc playing using the stop button (white square) on the BluRay remote control unit.

Remove your disc from the tray in the BluRay player. Remember that the tray is fragile. It is easiest and safest to remove your disc by pushing your finger up through the opened tray. Close the tray again as soon as you have removed your disc.

Return the remote control unit to the drawer in the Audio Cabinet.

Shut down the system as described in section 1.

6) Using the radio microphones

Equipment

Two hand held radio microphones are stored in Sennheiser nylon bags in the drawer. They are labelled RM A and RM B. The radio microphones are thicker than the wired microphones and have special, larger holders for use on microphone stands. These are on the stands or in the nylon bags in the drawer.



Two floor microphone stands, in a black Konig & Meyer bag, and two table microphone stands are stored in the cupboard below the AV Cabinet. The key for this is in the Drawer in the AV Cabinet.



Table mike stand



Floor mike stand



Bag for floor mike stand

Operation

Each microphone is switched on by pressing its red on/off button which is near its base. The microphone is switched off by pressing and holding down the same button until the word "OFF" is seen on the display screen on the microphone.

To set the volume from a radio microphone use the slide control on the appropriate channel on the Alexis Mixer.

You can use the radio microphones either on the floor or table microphone stands by using the correct (larger) holders. Do not attempt to use one of the smaller holders for the radio microphones as damage will result.

When you have finished

Switch off the radio microphones.

Return the microphones and holders to the drawer in the Audio Cabinet.

Return the microphone stands to the cupboard below the AV Cabinet. Lock this cupboard and return the key to the Drawer in the AV Cabinet.

Shut down the system as described in section 1.

NOTE: Our radio mics are in channel 38, 606.600 - 607.500 MHz.

7) Using the wired microphone

Equipment

A hand-held wired microphone is stored in the silver flight case in the cupboard below the AV Cabinet, along with microphone cables. A microphone holder is in the Drawer.



Two floor microphone stands, in a black Konig & Meyer bag, are stored in the cupboard below the AV Cabinet. The key for this is in the Drawer in the AV Cabinet.



Table mike stand



Floor mike stand



Bag for floor mike stand

There is a Stage Box (see right) with six microphone sockets just behind the proscenium arch at the right of the stage (looking from the hall), at floor level just behind the stage curtains. The top left socket labelled MIC 1 is for using the wired microphone on stage or at the front of the hall.



There is also a microphone socket on the Mixer in the Audio Cabinet, labelled Input 1 (see left). This is for using the wired microphone at the back of the hall.

Operation

To use a microphone on stage or at the front of the hall, take a microphone and cable from the silver flight case connect the cable to the microphone and plug the other end of the cable into socket 1 in the Stage Box.

To use a microphone at the back of the hall, take a microphone and cable from the drawer, connect the cable to the microphone and plug the other end of the cable into the Input 1 socket in the Mixer. (A microphone plugged into the Mixer will override a microphone plugged into the same channel at the stage box.)

To set the volume from a wired microphone use the slide control on Channel 1 of the Alesis Mixer.

You can use the wired microphone either on the floor or table microphone stands by using the correct (smaller) holders.

Phantom power (for condenser microphones) may be enabled, but isn't by default. To use a microphone that requires phantom power consult the Advanced User handbook.

When you have finished

Return the microphone and cable to the flight case and the holder to the drawer in the Audio Cabinet.

Return the microphone stands to the cupboard below the AV Cabinet. Lock this cupboard and return the key to the Drawer in the AV Cabinet.

Shut down the system as described in section 1.

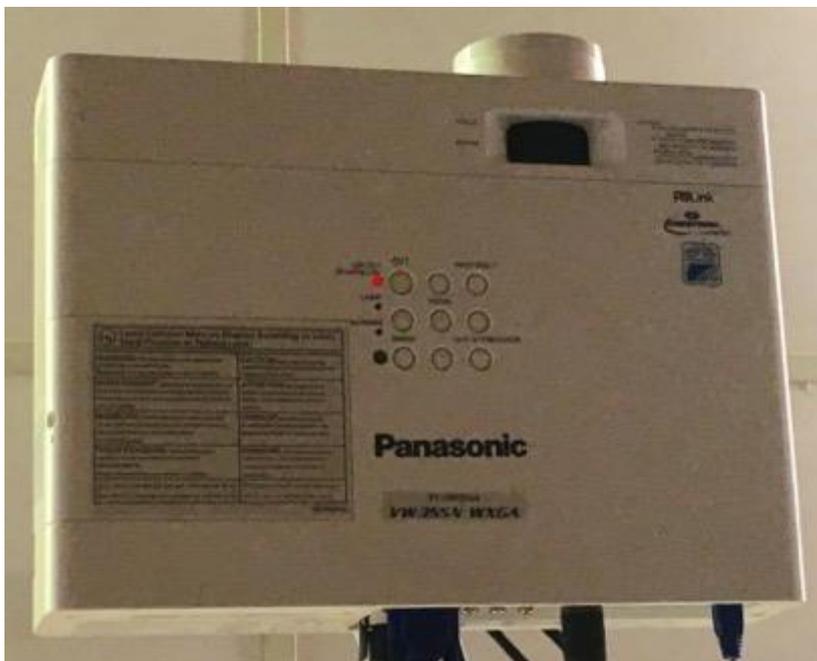
8) Using the Projector to play a BluRay or DVD

Equipment

A Screen is mounted above the proscenium arch of the stage (see below). It is controlled by a remote control unit, labelled 'Screen' (see right) which is stored in the drawer in the Audio Cabinet.



A Projector is ceiling-mounted towards the front of the hall just behind the row of stage lights. It has a small LED light in the middle of its base, which glows red when the projector is OFF (see below left). The Projector is controlled by a remote control unit stored in the drawer in the Audio Cabinet (see below right).



Your disc is played in the BluRay player (Denon) in the Audio Cabinet. Be careful when loading and removing discs from the tray in the BluRay player. It is very fragile. Be careful when opening the tray and do not leave it open longer than necessary to insert your disc. It is easiest and safest to remove your disc by pushing your finger up through the opened tray. Close the tray again as soon as you have removed your disc.



Operation

Before lowering the screen, make sure that the stage curtains are closed. This will help to avoid any unfortunate accidents and visually provides a better surround to the screen.

The screen is lowered using the screen remote control unit. Point the controller at the black square at the left end of the screen box above the stage. Press the 'Down' button briefly and the screen will slowly lower and stop at its correct position.

In the same way, at the end of your presentation, the screen is raised by briefly pressing the 'Up' button. It will stop when fully retracted.

Please do not allow people to touch the screen surface. It can be easily damaged physically, and discoloured by naturally occurring chemicals on our fingers. Also, retract the screen as soon as you no longer need it; do not leave it down unnecessarily.

Switch on the projector by aiming the projector remote control at the ceiling-mounted projector and briefly pressing the 'On' button at the top left of the remote control. The small LED on the bottom of the projector will change from red to amber, indicating that the projector is warming up. The LED will turn green when the projector is ready.

After 30 seconds or so, you will see an image on the screen and the projector will automatically select the incoming source feed from the BluRay player. You can speed this up by pressing the HDMI button on the projector remote control unit.

Open the tray in the BluRay player by pressing the 'Eject' button (see below), insert your disc and close the tray.



Use the BluRay remote control (see right) to navigate the media's user interface. Please remember that you'll need to point the remote control at the BluRay player - and not (as, you will find, is very easily done) at the projector screen!

Use the Channel 5/6 controls on the Mixer to adjust the sound (see section 3)

When you have finished

Set the projector into standby by pointing the Projector Remote Control at the Projector on the ceiling, pressing the top right hand 'Standby' button on the remote control, and pressing it again to confirm. The screen will then go blank and the projector fan will remain on to cool it down and then switch off automatically. The LED on the Projector will turn from green to amber while the projector cools down, and then to red.

Use the Screen Remote Control to raise the screen by briefly pressing the 'Up' button. It will stop when fully retracted into the screen box.

Carefully remove your disc from the tray in the BluRay player and close the tray.

Return all 3 remote control units to the drawer in the Audio Cabinet.

Shut down the system as described in section 1.

9) Using the Projector with an iOS or Android device

Introduction

From your iOS or Android device (eg your phone or tablet) you can use the Projector to display photographs and documents, and you can even use your camera to show 'live' pictures on screen.

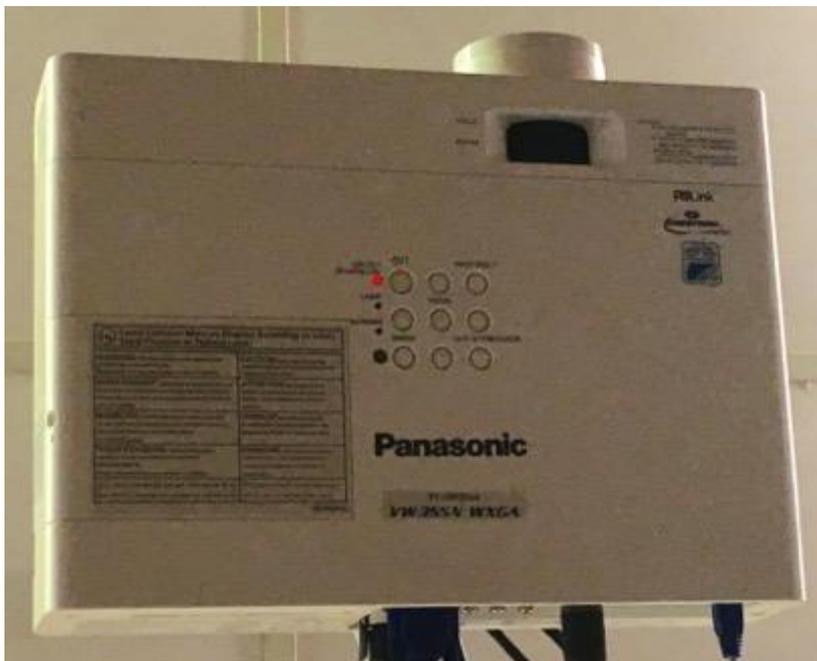
To use your device, you will first need to go to the App Store and download the Panasonic Wireless Projector application, which is free of charge.

Equipment

A Screen is mounted above the proscenium arch of the stage (see below). It is controlled by a remote control unit, labelled 'Screen' (see right) which is stored in the drawer in the Audio Cabinet.



A Projector is ceiling-mounted towards the front of the hall just behind the row of stage lights. It has a small LED light in the middle of its base, which glows red when the projector is OFF (see below left). The Projector is controlled by a remote control unit stored in the drawer in the Audio Cabinet (see below right).



Operation

Before lowering the screen, make sure that the stage curtains are closed. This will help to avoid any unfortunate accidents and visually provides a better surround to the screen.

The screen is lowered using the screen remote control unit. Point the controller at the black square at the left end of the screen box above the stage. Press the 'Down' button briefly and the screen will slowly lower and stop at its correct position.

In the same way, at the end of your presentation, the screen is raised by briefly pressing the 'Up' button. It will stop when fully retracted.

Please do not allow people to touch the screen surface. It can be easily damaged physically, and discoloured by naturally occurring chemicals on our fingers. Also, retract the screen as soon as you no longer need it; do not leave it down unnecessarily.

Switch on the projector by aiming the projector remote control at the ceiling-mounted projector and briefly pressing the 'On' button at the top left of the remote control. The small LED on the bottom of the projector will change from red to amber, indicating that the projector is warming up. The LED will turn green when the projector is ready. On the remote control, press 'Panasonic App' and check that the words "Panasonic Application" appear at the top right of the image projected on the screen.

On your device go to the setting page. Select WiFi and choose the projector's network (**proj2078**). The password is '**proj2078**'. You'll only need to do this once - and next time you come to use the system it will happen automatically.

Then, start the Panasonic Application on your device and follow its simple instructions to select content and present it on the screen. (The system will even allow multiple users.)

When you have finished

Set the projector into standby by pointing the Projector Remote Control at the Projector on the ceiling, pressing the top right hand 'Standby' button on the remote control, and pressing it again to confirm. The screen will then go blank and the projector fan will remain on to cool it down and then switch off automatically. The LED on the Projector will turn from green to amber while the projector cools down, and then to red.

Use the Screen Remote Control to raise the screen by briefly pressing the 'Up' button. It will stop when fully retracted into the screen box.

Return both remote control units to the drawer in the Audio Cabinet.

Shut down the system as described in section 1.

10) Using the Projector with a laptop computer (standard)

Introduction

You can present anything on your laptop screen to all in the hall using the projector without need for wires. You need to download a file from Panasonic to your computer.

For a PC go to: https://panasonic.net/cns/projector/download/application/wmme6_4_win/

For a MAC go to: https://panasonic.net/cns/projector/download/application/wmme6_4_mac/

Download the software and onto your desktop. It does not need to be installed, but merely available to be executed. If you have not downloaded this software on your computer before reaching the hall, there is a copy on a memory pen in the drawer of the Audio Cabinet. Download the file and return the memory pen to the drawer.



If there is sound embedded in your presentation it can be played through the Hall's speakers by linking to the AV system by a Bluetooth or a wired connection.

If you are unable to download the software, use the wired connection (see Section 11).

Equipment

A Screen is mounted above the proscenium arch of the stage (see below). It is controlled by a remote control unit, labelled 'Screen' (see right) which is stored in the drawer in the Audio Cabinet.



A Projector is ceiling-mounted towards the front of the hall just behind the row of stage lights. It has a small LED light in the middle of its base, which glows red when the projector is OFF (see below left). The Projector is controlled by a remote control unit stored in the drawer in the Audio Cabinet (see below right).



Operation

Before lowering the screen, make sure that the stage curtains are closed. This will help to avoid any unfortunate accidents and visually provides a better surround to the screen.

The screen is lowered using the screen remote control unit. Point the controller at the black square at the left end of the screen box above the stage. Press the 'Down' button briefly and the screen will slowly lower and stop at its correct position.

In the same way, at the end of your presentation, the screen is raised by briefly pressing the 'Up' button. It will stop when fully retracted.

Please do not allow people to touch the screen surface. It can be easily damaged physically, and discoloured by naturally occurring chemicals on our fingers. Also, retract the screen as soon as you no longer need it; do not leave it down unnecessarily.

Switch on the projector by aiming the projector remote control at the ceiling-mounted projector and briefly pressing the 'On' button at the top left of the remote control. The small LED on the bottom of the projector will change from red to amber, indicating that the projector is warming up. The LED will turn green when the projector is ready. On the remote control, press 'Panasonic App' and check that the words "Panasonic Application" appear at the top right of the image projected on the screen.

On your laptop go to your WiFi management page. Choose the Projector's network (**proj2078**), the password is **proj2078**. You'll only need to do this once - and next time you come to use the system it will happen automatically.

Then, run the Panasonic file that you downloaded (Wireless Manager) and follow the very simple instructions. In a few seconds a replica of your laptop's screen will appear on the hall screen.

For sound, to couple wirelessly using Bluetooth, simply use the Bluetooth controls on your laptop to pair your device to the Alesis mixer. When it is paired you'll see a blue light illuminate on the right hand side of the Mixer. To couple your device to the system for sound using a wired connection, plug the 1/8" jack lead to your device and to the "Ext In" input just underneath the ALESIS name on the Mixer.

When you have finished

Set the projector into standby by pointing the Projector Remote Control at the Projector on the ceiling, pressing the top right hand 'Standby' button on the remote control, and pressing it again to confirm. The screen will then go blank and the projector fan will remain on to cool it down and then switch off automatically. The LED on the Projector will turn from green to amber while the projector cools down, and then to red.

Use the Screen Remote Control to raise the screen.

Return both remote control units to the drawer in the Audio Cabinet.

Shut down the system as described in section 1.

11) Set-up for Presentations with Moving Pictures and Sound

The presenter's laptop is connected for video and sound to sockets just behind the proscenium arch (stage left) at the front of the hall. These sockets are already patched through to the AV Cabinet.

Equipment Required (stored in silver flight case in cupboard below AV Cabinet)

- A. Cable: VGA to VGA
- B. Cable: Cat 5 to Cat 5
- C. Transfer box: Cat 5 to VGA
- D. Cable: small jack plug to double large jack plugs
- E. Cable: XLR to XLR
- F. Art Dual Direct Box: jack plug to XLR
- G. Connector from Thunderbolt port to VGA (also to HDMI or DVI)
- H. Connector from USB A port to VGA
- J. Connector from HDMI port to VGA

Set-up for Video

Connect cable A from laptop VGA socket to transfer box C. (If laptop does not a VGA socket, then use connector G, H or J to link laptop to Cable A.)

Connect cable B from transfer box C to LH socket in upper (white) stage box behind the proscenium arch (stage left) at the front of the hall.

Lower screen and activate projector.

When set-up image is shown on the screen, select 'Computer 1' input. The image on the computer screen should then show on the Hall screen.

Set-up for Audio (mono sound through all Hall speakers)

Connect cable D from laptop small audio jack plug socket to Box F.

Connect one large jack plug of cable D to top left socket of Box F.

Connect cable E from output 1 of Box F to top left socket of lower (grey) stage box behind the proscenium arch (stage left) at the front of the hall.

On the mixer in the AV Cabinet, the sound will be controlled by the Mic 1 level controller.

12) Head-set Microphone

The head-set microphone communicates wirelessly with the AV Cabinet equipment and is controlled using the Radio Mic A level controller.

Equipment Required (stored in silver flight case in cupboard below AV Cabinet)

- I. Head-set with foam covered microphone.
- J. Transmitter with battery pack.

Set-up

Check that battery pack has well-charged batteries installed.

Connect headset cable to transmitter.

Switch on transmitter.

Adjust volume for RM A channel in AV Cabinet, test and adjust.