

PARISH HALL AUDIO/VISUAL INSTRUCTIONS

The A/V Sound Cabinet is located on the Stage, right side.



MUSIC FROM A LAPTOP OR A CELL PHONE OR TABLET

1. Connect the 3.5 mm AUDIO IN headphone type jack (from within the Cabinet (left side) OR from the box on the stage floor) to your headphone output jack on your phone or laptop.
2. Turn on the SYSTEM ON/OFF Switch, clearly marked in the Center of the Cabinet.
3. Make sure the large Master Volume Dial, on the far right, is set to Low, so as to not blast the speakers when first turning on the system. Then adjust your Device's volume to about half way, then go back to the Master Volume and adjust volume accordingly.
4. Return to your laptop and play your music.



MICROPHONE

1. Turn on the SYSTEM ON/OFF Switch.
2. IF the Sony Digital Audio/Video Control Center isn't already on, press the "On" button.
3. Get one (or two) of the Wireless Microphones from their case (Found in the gray plastic box on top of the Equipment), by either sliding the switch to the top position, or by pressing and holding the button on the bottom of the mic.
4. Make sure the large Master Volume Dial is set to low, so as to not blast the speakers when first turning them on, then adjust volume accordingly.
5. PLEASE MAKE CERTAIN TO TURN OFF THE MICROPHONES AND RETURN THEM TO THEIR CASE.

PROJECTOR , WITH NO SOUND

1. Open the curtains (rope pulley on stage; left side)
2. Lower the screen (up/down switch located by curtain rope pulley)
3. The Projector is mounted behind the black curtains at the back of the stage. Please spread apart those curtains by using either the attached clips and/or the attached rope to do so.
4. Projector remote located inside the black A/V cabinet, which is on the Stage, on the right side.
5. Turn on Projector by aiming remote at the Projector. (Using the Power On button on upper right of Remote.)
6. Let the projector warm up until you see the screen light up, with a small indicator in the upper right portion of the screen, which shows which Input the Projector is currently on.
7. Open the black panel on the stage floor (see photo above), and pull out of that box the HDMI cord and connect it to your laptop.
8. On the Projector remote control, press “Computer 3” to have your laptop displayed on the Projector’s screen.
9. WHEN DONE: Please turn off the Projector – press the Power Off button (upper left on the remote). 1 MORE STEP: There will be a Prompt on the screen saying “Are you sure?” - Press the “Enter” button to confirm.
10. Please return the screen to its upright position, and close the curtains. Thank you.



PROJECTOR WITH SOUND

1. Connect the 3.5 mm headphone type jack (from the box on the stage floor) to your headphone output jack on your laptop.
2. Turn on the SYSTEM ON/OFF Switch, clearly marked inside the A/V Cabinet.
3. After getting the picture displayed on the Projector screen... (Items 1-8 above)
4. Make sure the large Master Volume Dial, on the far right, is set to Low, so as to not blast the speakers when first turning on the system. Then adjust your Device’s volume to about half way, then go back to the Master Volume and adjust volume accordingly.
5. Return to your laptop and play your presentation.

TURNING SYSTEM OFF

Please make certain that you turn OFF ONLY THE MAIN SYSTEM ON/OFF SWITCH.

Also please Turn Off and return the Microphone(s) and the Projector Remote Control (if used) to where you found them inside the Audio/Visual Cabinet.

Lastly, please return the Projector Screen to its upright position (if used) and please unclasp and re-clasp the curtains in a closed position.

THANK YOU VERY MUCH!