

SWC Audio Visual Equipment Instructions

Prepared October 2024

4 Pages

Keys are in the kitchen lock box, #20. These are for the drawer and the cabinets.

1. **In the Tech Room**

- a. To turn-on the power to the system: There is a little black box fastened to the side of the cabinet.
- b. Find the key on the blue chord on the hook next to the box or it might be hanging loose behind the cabinet, near the door,
- c. Insert the key horizontally with the cut on the left side, into the power 'box' where it reads "Disabled,"
- d. Turn the key 1/4 turn, clockwise/vertically where it reads "Enabled"
- e. Push the button once, and the green light should light-up.
- f. Turn the key 1/4 turn counterclockwise to "Disabled" and REMOVE THE KEY!
- g. YES, it is imperative to remove the key or if it breaks off, you are responsible.
- h. See the equipment in the top right open space, the "on" lights should be visible from the front of the equipment. If someone turned-off the equipment power switches, turn them back on, and leave it on.

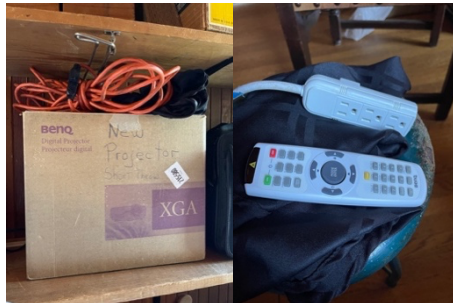
2. **Setting-up the microphones:**

- a. Using the brass/yellow key (#20), open the left-top drawer. The cordless microphones are kept in the plastic container.
- b. Do you need one or two microphones? If just one, use either mic.
- c. Carefully unscrew the base of the mic, opening it to expose the battery compartment. There should not be any batteries in them. Good batteries are in the container the mic came in. Two AA batteries are required, both placed in the same direction. You can leave the container on the cabinet top or return it to the drawer and close the drawer
- d. Screw the microphone back together. If the display lights up, someone left the mic on. Or, to turn-on the mic, push the red button (on the bottom) once, and the display should light up if the batteries are functioning.
- e. Check the battery symbol in the display, bottom right. for the amount of power in the batteries. Up to 1/2 should be OK unless you expect to need it for over 2 1/2 hours. New batteries are in the drawer; if the supply is low, please advise the HOUSE Board of Director Chairs.

- f. On the mic handle, notice which microphone # you are using. See the matching number on the black equipment “mic 1” or “mic 2” to your right—adjusting the volume there, as needed.
 - g. Always try to place a microphone in a holder. There should be a large mic holder on the lectern. [The lectern is stored in the Piano Room.] Or place the mic in a holder on a mic stand. Mic stands are in the Piano Room in the tall cabinet next to the auditorium door, or placed near the piano.
 - h. You may wish to turn-off the microphone if it will not be used right away. To turn-off the mic, hold the red button down while looking at the display, when it reads “OFF” release the red button. Turn the mic back on pressing the red button once.
3. **Putting the microphone(s) away:**
- a. Note the amount of power left in the batteries before turning-off the mic. If below 1/2, be ready to place the used batteries in the special box in the top drawer for “USED BATTERIES, under 1/2 power.”
 - b. Turn off the mic, holding the red button down until “OFF” and release.
 - c. Remove the batteries. Place the used ones in the specially labeled container in the drawer; the still-good ones go into the plastic container with the microphones.
 - d. Close the mic plastic container, return to the drawer, close and lock the drawer.
4. **Closing the system**
- a. Make sure the drawer and cabinets are locked.
 - b. Go to the power box on the side of the cabinet, insert the key on the blue chord; turn 1/4 to vertical position, “Enabled” and push the button so the green light goes off. Turn the key back to “Disabled” and put the key back on the hook right there on the cabinet.
 - c. Return the keys to the kitchen lock-box #20.
5. **Using the stage and auditorium light panel**
- a. To become familiar with the light panel, there is a video to watch, or please ask for instructions from someone who has experience with the panel until you are comfortable with it.
 - b. The lights for the auditorium can also be managed from the auditorium switches near the entrance to the room. This can be confusing when, from the auditorium the one or more of the switches are up but the chandeliers are not lit. Get them all in the same direction and control them from the Control Room.

6. **Setting up the Projector/Screen/Laptop computer**

- a. The small table should be in the Piano Room.
- b. The projector is in a BENQ “NEW PROJECTOR, SHORT THROW” box on the shelf in the Piano Room. The box should have the power cord, the HDMI-to-HDMI cord, remote control (AAA batteries), a power strip, the projector and the protective foam around it. See photos.



- c. A black table cloth should be near, or on top of the projector box.
- d. The long orange extension cord should be on top of the projector box.
- e. The Mac laptop, MacBook Pro is in the Control Room. Use the silver key on the #20 keyset to unlock the left cabinet door, and open the top drawer to find the MacBook Pro.
- f. The remote for the laptop and the power cord is also in the top drawer with the computer. See photos.



- g. Pull down the stage screen with the pole with a hook that is placed next to the window in the Control Room.
- h. The orange extension cord plugs into the outlet near the floor on the side of the stage apron.
- i. The power strip plugs into the orange extension cord.
- j. The laptop and projector are plugged into the power strip.
- k. Place the projector on the center of the stage in front of the screen or on a table.
- l. Connect the laptop to the computer. Best to use the HDMI to HDMI gray cord.

- m. Now that the computer and projector are plugged in, place the laptop where it is desired, but close enough so the cord between the projector and laptop can reach.
 - n. Remove the plastic cover from the projector lamp.
 - o. First turn-on the projector, then the laptop second.
 - p. Run the program from the laptop.
7. **Size and the image on the screen**
- a. Setting the projector height, using the leg adjustments at the back and further adjusting can be done with the rubber door jams.
 - b. Using the projector remote control: From “menu” on the remote, in the Display tab, find “keystone” on the screen, use the up and or down arrows to ‘square’ the image.
8. **Putting things away**
- a. First, turn off Projector, letting the red blinking light stop. Allow the projector to cool down a bit, and the blower to stop. Be sure nothing is hot before putting away.
 - b. Projector first, into its box. Note the foam is labeled and formed to fit the front/lamp and back/leg adjusters
 - c. Place the remote control, the instructions, the power strip, the power cord, and the HDMI TO HDMI cable in the box.
 - d. Place the orange extension cord and the black tablecloth on top of the box.
 - e. Return the box, etc. to the Piano Room shelf.
 - f. Return the computer, power cord, and computer remote to the drawer in the Tech Room.
 - g. Gently release the screen, allowing it to go about $\frac{3}{4}$ up, then it will close itself to guarantee an even roll.
 - h. Lock up the sound cabinet and return key #20 to kitchen lockbox

End of Instructions.

Prepared by Roberta Maloy and Karen Roark. Please let Roberta know where these can be improved.