SWC Audio Visual Equipment Instructions

Text updated August 2024 Photos still to be redone

Keys for the Control Room drawer & cabinet are in the kitchen lock box, #20 with two keys: One for the drawer (brass) and one for the cabinets (silver).
Key for the Piano Room in the kitchen lock box, #18, to get the projector in its case.

Important Technical Instruction: All cords, even ropes, have memories! This means we are to follow the memory in a cord when wrapping it up to put away. As you try to make the loose end round, it is important not to force it to go where it is not curling correctly; it is a time to give it a little shake or a slight easy twist and then follow it to fit into the desired curl.

1. In the Tech Room

a. To turn-on the power to operate the entire system: There is a little black box fastened to the side of the cabinet. Note: Never Is The Key To Be Left-in The Black Box. Always remove it to hang from the blue chord.
b. Find the key on the blue chord on the hook next to the box or hanging loose just behind the cabinet near the curtain cords.
c. Insert the key horizontally, with the cut facing left, 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. Then immediately see next "f."
f. Turn the key 1⁄4 turn counterclockwise/horizontally to "Disabled" and Remove The Key.
g. YES, it is imperative to remove the key or if it breaks off, you are responsible. There is no replacement. Thank you : >)
h. See the equipment in the top right shelf. The "on" lights should be visible from the front of the equipment. If someone turned-off the equipment power switches (that are supposed to be hidden under a piece of tape), turn them back on, and leave them 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. Flip both white closures from their bottom to, allowing you to release the lid.

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 there. Good batteries are usually in the container the mic came in, or check in the drawer. Two AA batteries are required, both placed in the same direction. You can leave the big plastic 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, quickly push on the red button (on the base of the mic) just once, just a quick push, 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 power will be OK unless you expect to need it on continually for over 4 hours. New batteries should be in the drawer; if the supply of unused batteries is low, please advise the Board of Director HOUSE CHAIRS.

f. On the mic handle is tape; notice which microphone # you are using. See the matching number on the (top shelf on your left) black equipment "mic 1" or "mic 2. When you need to do a sound check, this is where to adjust the volume, as needed. Do not blow into the mic, just say the words "check, check" and it is best to do this when the mic is put where it will be used on the stage or in the auditorium, best spoken by the speaker, if possible. See g next.

g. Always place a microphone in a mic holder on a mic stand or in the lectern mic holder. There should be a large mic holder on the lectern. Or, place the mic in a holder on a mic stand. A tall mic stand should be in the Piano Room (in the tall cabinet next to the auditorium door, or placed near the grand 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, it must read "OFF". Then release the red button. Turn the mic back on pressing the red button once, quickly.

3. Putting the microphone(s) away:

a. Note the amount of power left in the batteries before turning-off the mic. Then, be sure to turn off the mic, holding the red button until the word "OFF" appears, then let go. If

batteries are below 1⁄2 power, be ready to place the used batteries in the special small round wooden container, located on top of the cabinet. If just ½ or more, put them in the plastic mic container with the mics.

b. Close the mic plastic container, carefully easing the white clasps over the lid in position then clicking them closed, return the case to the drawer, close and lock the drawer.

4. Closing the system

a. Make sure the drawer and cabinets are locked. Then turn off the system.

b. Go to the power box on the side of the cabinet, insert the key attached to the blue chord; turn 1⁄4 to vertical position, at "Enabled" 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. Be sure you remove the key. Thank you.

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 experienced with the panel until you are comfortable with it.

b. The lights for the chandeliers and sconces in 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 (for example). In the auditorium, put them all up, then, from the Control Room put them in one direction and control them from the Control Room.

6. Setting up the Projector, the Screen, a Laptop computer

a. Pull down the stage screen with the pole with a hook stored next to the window in the Control Room. Please keep its label visible when hanging it back up, thanks

b. Get key #18 to gain access to the Piano Room.

c. The small brown-painted table should be in the Piano Room. Bring this out to the auditorium and place it in front of the stage.

d. Find the projector in the Silver-and-Black Case, on the floor under the piano. It is BENQ PROJECTOR, SHORT THROW." The case is to hold the black table cloth, black projector power cord, two HDMI-to-HDMI cords of different lengths, a remote control (using AAA batteries), a small white power strip, 2 rubber door stops, 2 extension cords (one green, one

orange) each with a three-prong plug, and the projector resting on its bottom with the lens facing the interior, not facing a side. The instructions are usually in plastic, on the bottom.

e. See photos. (This shows how it is to be put away.)

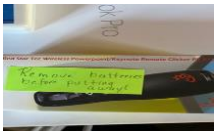
f. The black table cloth in the projector case can cover the top and sides of the small table.

g. The extension cord will plug into an outlet near the floor on either side of the stage apron.

h. The small white power strip plugs into the extension cord. There are controls built=into the top of the projector so the remote shown here, may not be necessary.

i. Place the projector on the table, or the stage, in front of the screen (the distance will determine the size of the image showing on the screen, once the laptop is on).

j. The Mac laptop, MacBook Pro is in the Control Room cabinet. Use the silver key on the #20 keyset to unlock the left cabinet door, then open the first drawer to find the MacBook Pro. The power cord for the laptop has blue tape labeled "New." There is also a corded mouse and mouse pad.

k. There is a remote-control laser pointer, in its little box in the back of the drawer, for the laptop if needed. The remote's USB and batteries are the holder. 

l. Place the laptop where it is desired on the little table, or the stage. Check the distance so you have the right length HDMI cord to fit between the projector and laptop. Plug the HDMI cord in the laptop input then the other end of the HDMI cord input to the Projector. Both the laptop and the projector are plugged into the power strip.

m. Turn-on the laptop first. Then turn-on the projector, the Light on the projector it will turn green.

n. Remove the plastic lamp cover from the projector lens. The Projector will seek the "Source." Then the laptop image should be seen. Run the program from the laptop.

7. <u>Size and the image on the screen</u>

a. Set the projector height, using the leg adjustments under the projector. Further height can be done with the rubber door jams under the attached leg adjustments.
b. From “menu” on the remote, in the top Display tab, find “Keystone” on the screen. Use the up and or down arrows to ‘square’ the image.

8. Sound from the laptop program for the Presentation

a. In the Control Room, open the left cabinet door, top drawer, there should be a plastic bag with one long and one short auxiliary (thin) cords that are to be plugged into the Aux input on the receiver (just above the Mic volume controls).
b. The Display must read Aux.
c. Connect the long and short cord and run it thru the little window and under the stage curtain and to the laptop, earphones input.
d. The volume is set by the knobs under the AUX display.
e. The cord from the auxiliary input, and the equipment is to be set so the Display reads Aux.

9. Putting things away

a. First, turn off Projector, push power button twice, letting the Red Light Stop Blinking. Allow the projector to cool down a bit, and the blower to stop. Be sure nothing is hot before putting away.
b. Place the Projector first, into its case. Note in the photo, the projector is placed on the right side.
c. After the projector is in, on the left-side, rear, place all the cords including the 2 (green and orange) extension cords, the projector power cord (remember it has a memory and it will fit nicely), the 2 different sized HDMI to HDMI cables, the small white power strip, the projector white remote control, 2 floor door holders, the instructions, and then place the folded black tablecloth on top.
d. Return the black and silver case to the Piano Room under the piano.
e. Return items to the Control Room: The laptop, power cord, mouse and pad, and remote to the inside cabinet top drawer.
f. Gently release the screen, it will go up about 3⁄4, then it will slowly close itself to guarantee an even roll, but a little nudge never hurt.
g. Lock up the sound cabinet, top drawer with the mics put away, and last-but-not-least be sure the little black box on the side is Off and the key is not in the black box, and return keys #20 and #18 to kitchen lockbox. Hooray, you did it!

End of Instructions.

Prepared by Roberta Maloy and Karen Roark.

Please let Roberta know where these can be improved and

if you would like personal instruction. No problem.

415-634-8972