

# ABBOTS LEIGH VILLAGE HALL

## Audio and Projection systems

There are two sound systems in the hall each driving a separate pair of speakers. One has the four microphones feeding it and this feeds the upper speakers as well as the Induction Loop.

The second system feeds the lower pair of speakers and is for the sound from either the overhead projector or the amplifier blue tooth and CD player.

### The Microphones

The radio microphone receivers and amplifier together with the induction loop are hidden behind a panel above the door to the kitchen. The controls are not user adjustable and everything should work as long as the mics are switched on and have working batteries in them.

These is powered by the switched socket for the Audio Visual.

### 4 Microphones available - 1 Hand held, 1 Lapel, 1 Headset, 1 Floor stand

The use of the microphones needs to be arranged with the caretaker in advance.

All 4 mics are battery operated so MUST BE SWITCHED OFF WHEN NOT IN USE

**Hand Held** – The on/off switch is on the base, Press once and blue light shows it is in standby, Press again and red light is live and ready to use. To turn off press the button and hold down until light flashes and goes out

**Lapel** Has a clip for attaching to clothing plus a cable leading to a transmitter pack control which slips into a pocket or attaches to a belt. On/off switch is on the pack

**Headset** The headset is connected to a transmitter pack. on/off switch is clearly located on the side, next to the display. Press and hold to turn on/off. The green, illuminated sliding switch on top of the transmitter mutes the mic in flashing mode. Place the headset around the ears (removing glasses first if worn) then position the mic slightly away from the chin, in line with the eye. Check your comfortable with the sound and alter the mic positioning accordingly.

**Floor Stand** - Is also operated with a transmitter pack fitted to the stand where the on/off switch can be found

To preserve the life of the non rechargeable batteries please ensure that all units are switched off correctly after use. If it is found that a battery needs replacing, please ask the Caretaker who will provide a replacement.

## Induction Loop for the hard of hearing

The **Induction Loop** is for hearing aid users who should press the T switch on their aids but please note the loop will only function if at least one of the microphones is being used and the induction loop only carries the sound from the microphones, not the output from the other amplifier. This is powered by the switched socket for the Audio Visual.

## Overhead Projection with audio and electrically operated screen

The Project and screen both operated with remote controls but first of all must be powered up using the same switched socket as for the Audio Visual.

**Please note** the remote controls work best if you are standing either centre stage or to the left of the hall and won't work if you are on the righthand side

**Screen.** To raise and lower the screen point the remote up to the sensor on the lefthand side of the screen and press once

**Projector.** To activate the projector, point the remote up to the underside of the unit and when pressed a green light will appear. Wait a few moments and icons will appear on the screen informing you it is ready for use.

Although the hall has a few adaptors **it's best if you make sure you have a means to get the output of your computer to an HDMI socket.** 2 HDMI cables are provided of different lengths depending on where you wish to position your laptop or the lectern

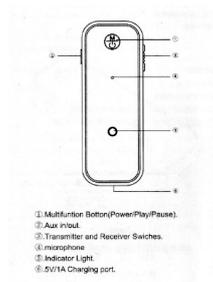
**Sound. Please be aware** that if you are giving a presentation with sound you will need to make sure the audio output of your computer goes to the HDMI output, this option may only appear when you have plugged into the system. The sound system amplifier on the windowsill must be fully switched on with its own power button and the AUX source selected, with the volume turned up.

**NOTE** The Blue tooth adapter plug needs to be taken out of the MP3 socket on the amplifier for the Audio from the projector to work.

## Sound System

When using CD player select the CD source on the amplifier.

If using Bluetooth the adapter needs to be plugged into the MP3 socket and select the MP3 source. Pair your device by pressing the on switch on the adapter to show the blue light and then pair with C28. See diagram. The adapter lasts 4 hours and needs recharging from the USB charging point.



**FINALLY** Before leaving the building please ensure that all equipment is switched off.