



# AV GUIDE

## Leichhardt Town Hall

### **What you will need before your event:**

If you want to use the microphones it is advisable to bring 2 x AA batteries per microphone as back-up.

### **About the AV equipment**

You can project content from your device, (e.g. laptop) to the drop down projector screen, play music via your device by Bluetooth through the speaker, use a microphone and connect other devices such as electronic instruments to the house speaker.

### **Equipment available**

**Large automatic drop down projector screen above stage**

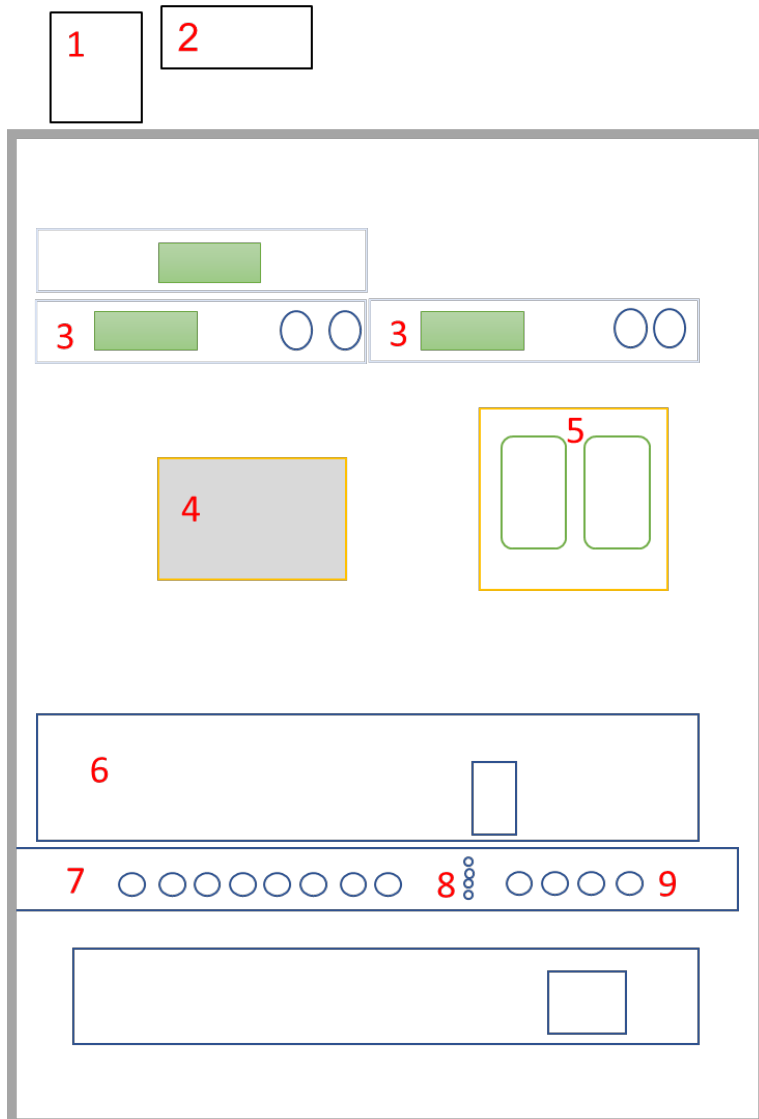
**Projector**

**Speaker connected via Bluetooth or HDMI / VGA cable**

**2 x handheld microphones**

The control unit is located on the stage in a cabinet (to your immediate right when coming up the stairs) facing the stage.

## AV control panel (cabinet on stage)



### AV control panel key

1. Projector screen control –up/down (on wall)
2. Main power on wall labelled AV SYSTEM
3. Microphone controls
4. Projector controls
5. HDMI/VGA and audio socket
6. Speaker amplifier
7. Microphones volume control (optimum is around 2 o'clock position)
8. Stereo selection - projector, Bluetooth (device)
9. Master volume



### **To connect your device to Bluetooth and play audio.**

1. Turn on power at the wall labelled AV SYSTEM.
2. Set controller unit to Bluetooth (8).
3. Activate Bluetooth on your device and search for other devices.
4. The sound system should be visible and called *Music Receiver*.
5. Control volume using the master volume (9).

### **To connect microphones**

2 x microphones stored in cabinet.

1. Turn on power at the wall labelled AV SYSTEM.
2. Turn on the microphone controls (3) - one or both depending on how many microphones you want to use.
3. Turn on microphone (switch on microphone).
4. Use the menu and select functions on the microphone control (3) to select the same channel as the microphone (displayed on the microphone). Set group first.
5. The master volume can be adjusted on the control unit (9) and each microphone volume can be adjusted on the controls marked wireless microphone (7). Around the 2 o'clock position is optimal.

### **To use the Projector and drop down screen.**

1. Turn on the power at the wall labelled AV SYSTEM.
2. Turn the dial to the *DOWN* position to lower the screen on the projector screen control (1).
3. Connect your laptop via the HDMI or VGA input points in the cabinet. (Cable not provided).
4. Turn on the green button labelled projector.
5. Set the controller unit to projector (8).
6. When finished, raise screen (1) and turn off projector (4). Ensure the projector is turned off and cooled down (red light will stop flashing) before turning the power off at the wall.

### **Troubleshooting projector and screen**

1. If image doesn't display on screen press green "on" button once.
2. Additional HDMI socket can be found at front of stage – press green button once to switch between.