

# EGLINGHAM VILLAGE HALL

## Instructions for set up and use of Audio Visual system

CONTENTS			
Projector	p1	Laptop presentation (with sound)	p4
Speakers	p2	Laptop presentation with microphone	p4
Laptop presentation (no sound)	p3	Laptop or DVD player for film	p4

Checklist on packing up
Return projector remote to store room
Return presentation remote <b>(inc dongle)</b> to store room
Return microphone and lead to store room
Projector screen up; speakers moved to sides
All electrics switched off at wall

## Projector

Plug in and switch on the projector lead and motorised screen lead.

Leads, remotes and microphone are in the store room, electricals box

Lower the screen using the rocker switch on the screen wire; there needs to be about 4" to 6" black visible above the white area of screen. You can fine tune the height when you have an image projected.

Press the "power" button on the Eiki projector remote control, the projector takes 30 seconds to warm up and come on. If no input is then detected within 5 minutes the projector shuts down automatically and will have to be restarted.

See following pages for instructions on connecting your equipment.

Please only use projector remote control functions listed below when setting up.



## IMPORTANT

To switch off the projector press the power button, then press again to confirm, then **WAIT** for fan to stop running and amber light to stop blinking before switching off at the wall socket.

## Speakers

Plug in each speaker, power on using red switch at base of speakers.



**The left hand speaker**, looking from the stage, needs to be connected from “mix out” to the wall box “Feed to other speaker”. Plug in the large 6mm jack plug lead coming from the back of the wall box into the top of the speaker.



**The right hand speaker** needs to be connected from the wall box “Feed from other speaker” to “combi in”. Plug in the large 6mm

jack plug lead coming from the back of the wall box into the top of the speaker.

The left hand speaker is the master speaker and equipment such as microphone, guitar pick-up etc should be plugged in to the left speaker.

- If using a mixing amp this should be plugged in to “combi in”. Equipment with phono leads can be plugged into “Aux in”
- Equipment with headphone output (laptop, phone, MP3 player etc), can be plugged into “Aux in” using the supplied phono to 3.5mm jack adapter lead.

Individual controls for each input are on the top of the speaker.

When finished please switch off the speakers using the red switch **before** switching off at the wall sockets. Please move the speakers towards the sides of the stage.


# EGLINGHAM VILLAGE HALL

## **Laptop for presentation (no sound required)**

Switch on and connect laptop to the wall mounted input boxes using either short VGA cable or long HDMI cable.



Press the appropriate button (VGA or HDMI) on the Eiki projector remote.

If your screen doesn't appear on the projector screen you need to select "projection" on your laptop (possibly a function button with this symbol ) and select 'duplicate' or similar.

*(You can change the projection screen format (normal, full, wide, etc) by using the "screen" button on the remote. You may need to adjust screen settings on your laptop also.)*

Run the presentation from your laptop as normal.

*(Note: if you are using Microsoft PowerPoint we have a dedicated remote with laser pointer if you wish to use it:*

- Remove the USB wireless dongle from the reverse of the remote
- Plug dongle into your laptop USB and follow instructions
- Initiate your PP presentation; use ▲ or ▼ to advance or go back; use ►| to play and pause slideshow; use 🌟 for laser pointer.



**WHEN FINISHED PLEASE RETURN DONGLE AND DO NOT TAKE IT HOME!**


# EGLINGHAM VILLAGE HALL

## ***Laptop for presentation with sound***

Set up the speakers (p2)

Set up for presentation as above (p3), then

Connect your laptop headphone socket to the left hand speaker “Aux in” using the provided 3.5mm to phono adaptor cable.

Click and expand the audio icon on your laptop task bar; usually bottom right )))

Select “speakers” rather than display audio. (Change back after presentation)

## ***Laptop for presentation with microphone***

Set up the speakers (p2)

Set up for presentation as above (p3), then

Plug the supplied microphone into “mic in” on the left hand speaker, adjust volume to suit using the control on top of the speaker.

## ***Laptop or DVD player for film***

Set up the speakers (p2)

Set up for presentation as above (p3)

Run the film from your player. You may need to adjust the settings on your video player to suit the widescreen projection screen.