

EGLINGHAM VILLAGE HALL

Instructions for set up and use of Audio Visual system

Speakers

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

The left hand speaker, looking from the stage, should 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 is 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.

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Laptop for presentation with sound

Set up for presentation as above

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 for “presentation (no sound required)” as above

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 as for presentation with sound.

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