

EDENHOPE COMMUNITY CENTRE

AUDIO AND VISUAL HOW TO GUIDE

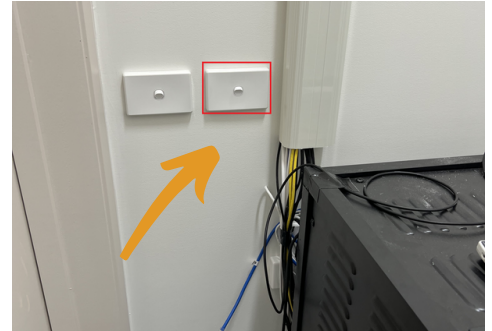
PAGE

1	FUNCTION ROOM (PROJECTOR, MICROPHONES & BLUETOOTH)
2	MEETING ROOM - USING THE INBUILT TV, CAMERA & MICROPHONE
3	ACTIVITY SPACE

FUNCTION ROOM (PROJECTOR, MICROPHONES & BLUETOOTH)

1 Turning the System On

Turn on right switch to activate Audio Visual system (this will also turn on the fan in the cupboard).



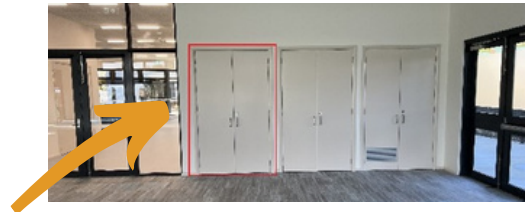
2 Remotes & Microphones

There are 2 microphones labelled 'Mic 1' and 'Mic 2'. To turn these on simply slide the button up and give it a few seconds to connect to the rooms speakers. Volume can be adjusted via the on wall volume control in section 4.



Gooseneck Microphones

There are 12 'Gooseneck' microphones that are stored in the cupboards closest to the function room entrance which come in two parts.



To use these you need to connect the neck of the microphone to the base.



The controls for the goosenecks are as follows.

1. To turn them on you press the microphone button once.
2. To mute press the microphone button again.
3. To unmute press the microphone button again.
4. To turn off the microphone hold the microphone button.

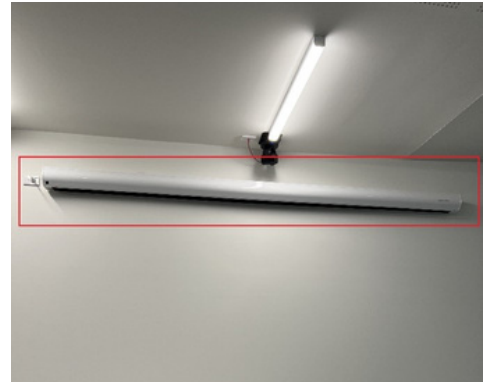


FUNCTION ROOM (PROJECTOR, MICROPHONES & BLUETOOTH)

Projector Screen Remote

There is a remote pictured that controls the projector screen.

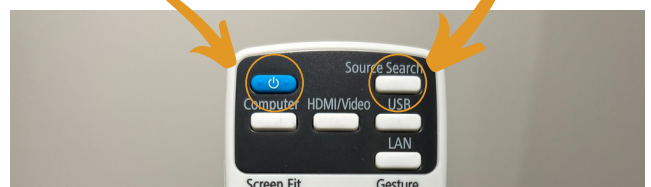
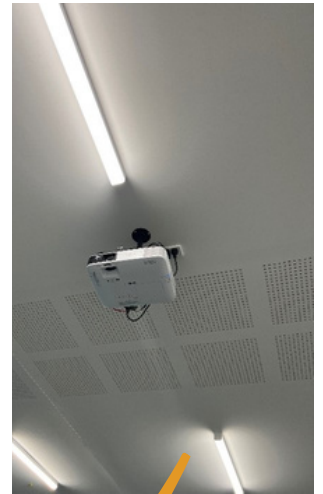
Press either the up or down buttons to move the screen or press the dash button to stop the screen mid way.



Projector Remote

The remote for the projector, only requires a few buttons to work.

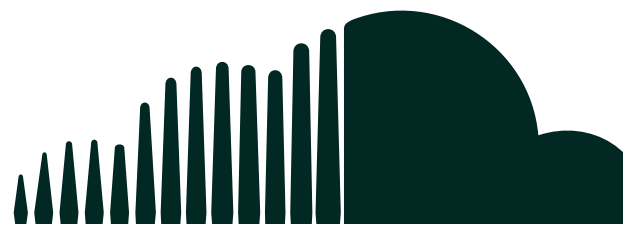
- The power button to turn on the ceiling mounted projector and the source search.
- The projector should have a blue light on it that flashes when the power button is pressed.
- The source search will automatically switch the projector to however you have connected your device.



3 Connecting your device to the projector.

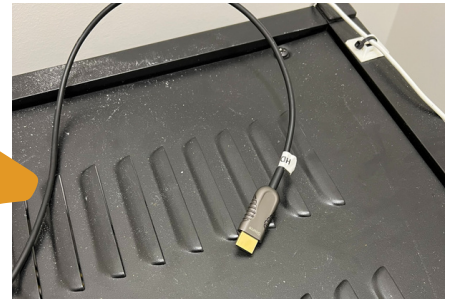
You can connect your device to the projector one of two ways.

1. There is a HDMI port in the wall which with a HDMI cord you can plug your laptop into which is located just below the sound panel.



FUNCTION ROOM (PROJECTOR, MICROPHONES & BLUETOOTH)

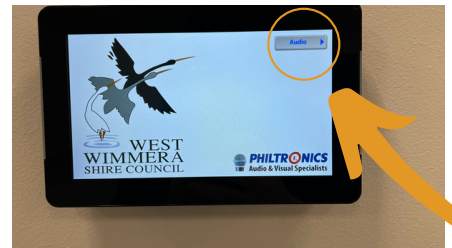
2. You can also plug your laptop into the pre supplied HDMI cord in the Audio Visual cupboard. This sits on top of the Audio Visual box.



4 Changing the volume

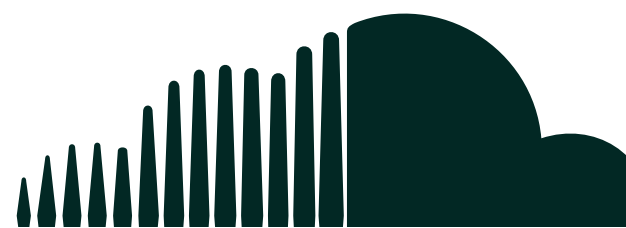
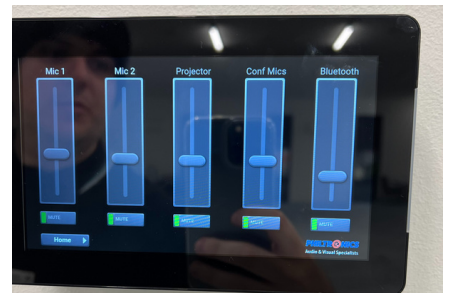
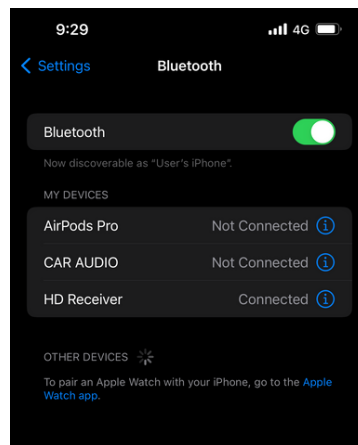
You can change the volume using the on wall display pad. From the main screen

- press the audio button
- then adjust volumes as necessary.



The speakers can also be blue toothed to play music from your phone by selecting the 'HD Receiver' option.

Only one person may connect to this at a time.



MEETING ROOM - USING THE INBUILT TV, CAMERA & MICROPHONE

- 1 Turn on the TV with the remote provided.

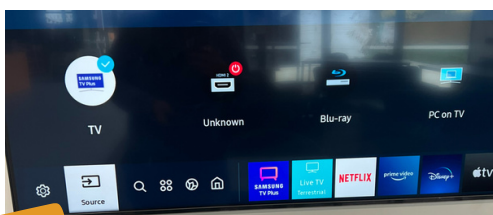
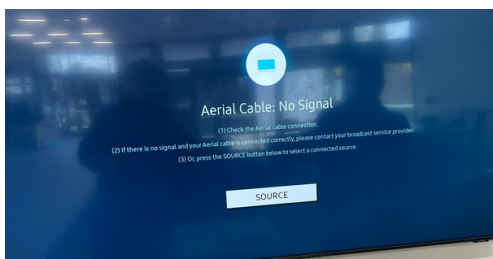


- 2 Connect your laptop with the HDMI & USB cables.



- 3 Select the correct HDMI as the source on the TV. This is likely already done.

- To select the correct source press the home button on the remote.
- Left click until you find the source button as pictured below.
- Once found press the up button and move across to select the HDMI input.



- 4 The remote for the 'Aver' camera has a few important buttons.

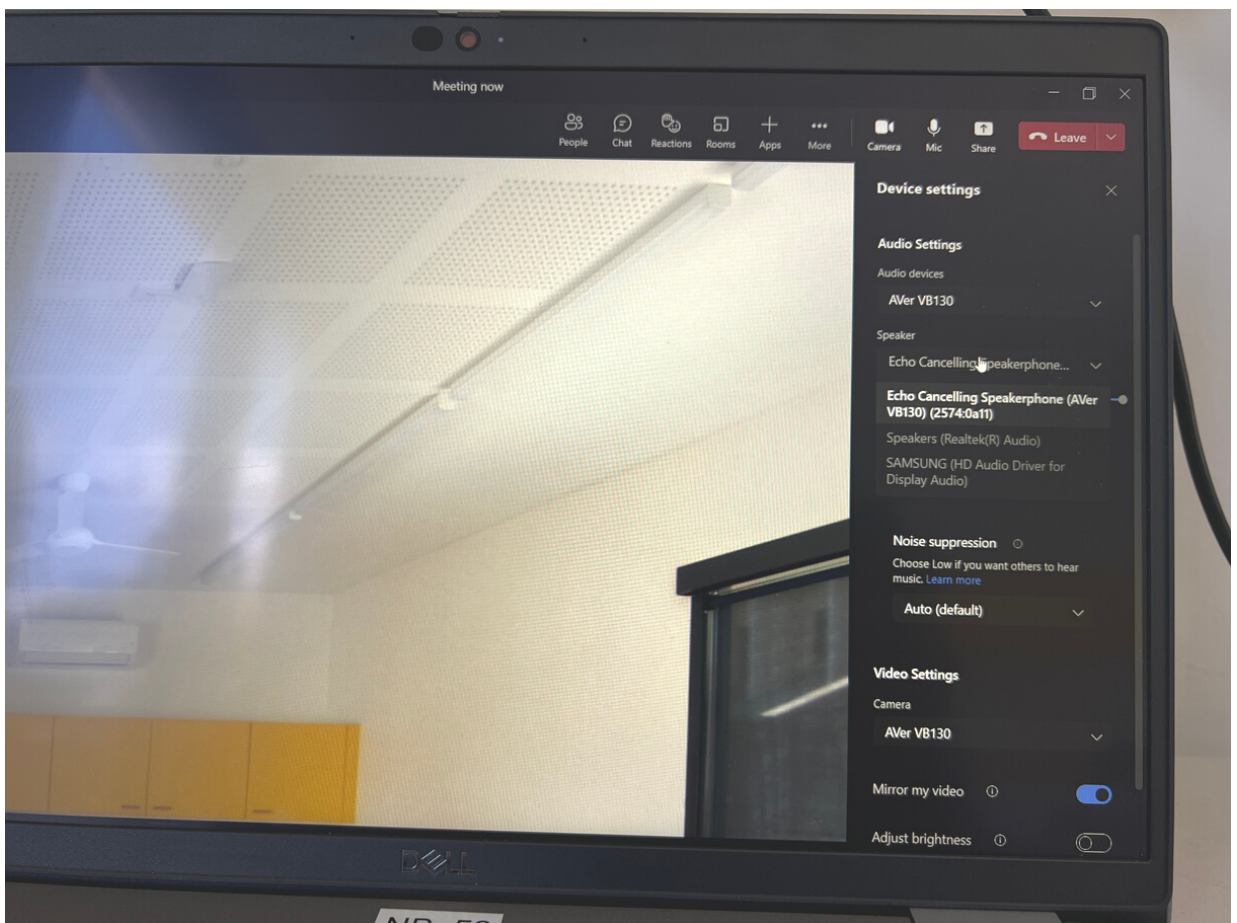
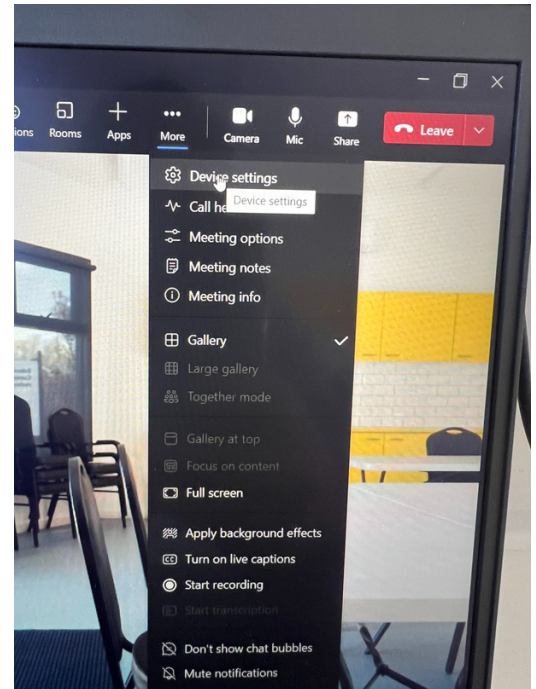
- The camera will auto zoom to fit everyone in however if you'd like to manually change the zoom you can hold the zoom buttons and move the camera angle by holding the arrows.
- You can also press the smart frame button and it will automatically re centre the frame.



MEETING ROOM - USING THE INBUILT TV, CAMERA & MICROPHONE

5 Join your meeting on your laptop and be sure to select the plugged in Microphone and Camera.

- In this example Microsoft Teams is being used.
- When in the meeting select the 3 dots and select device settings.
- Under Audio & Speaker settings you must ensure that the 'Aver' device is selected as pictured below.



ACTIVITY SPACE

In the activity space there are two TV's. This guide will focus on the use of the centre facing one as the other is used solely for the Xbox.



This TV has a HDMI wall access port if you need to connect a device just below the TV.



There is a Audio Visual cabinet in the cupboard next to the cleaners cupboard as pictured below.



There is a switch on the right hand side in the cupboard to power the AV cabinet which also turns on the fan.



ACTIVITY SPACE

In this cabinet there is a DVD player which is connected to the centre TV and is controlled by this remote.



In this cupboard there is also a set of volume control knobs which control the output of the ceiling mounted speakers.

1. The first is the microphone volume control for the microphone that can be seen on top of the box. This has a simple on/off switch as the only control.
2. The second is the volume control for anything that is playing out of the tv. This includes DVD's, music, free to air etc.
3. The third is a connection to the audio in the function room so when there are more people than can fit in the function room they can come out to the activity space. There is also a camera feed from the function room when both Audio Visual cabinets are on which can be selected via the HDMI Source.

