

# Mountfield Village Hall

## Audio Visual (AV) Equipment Instruction Manual



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# 1. Introduction

- 1.1. This document is intended to provide instructions for the use of the Audio Visual (AV) equipment at Mountfield Village Hall.
- 1.2. It is highly recommended that anybody intending to use the AV equipment follows these instructions for their required use.
- 1.3. The volunteers of the Mountfield Village Hall committee have produced this document to assist those using the equipment.
- 1.4. Each section is designed to be read as a stand-alone set of instructions for each typical use of the AV equipment. Although this document caters for most typical uses we cannot foresee all eventualities and recommend that any special requirements are discussed at the time of booking the Village Hall.
- 1.5. For internet connectivity Mountfield Village Hall provides a free-to-use Wi-Fi connection. Using your device's Wi-Fi settings connect to the following Wi-Fi hotspot:

Network name/SSID: **Mountfield Village Hall**

Password: **Hall1928**

- 1.6. The below image shows the main locations of the AV equipment which are discussed in the following instructions:



- 1.7. A full schedule of images identifying all parts of the AV equipment are shown in the Appendix.

## 2. Using the screen & projector with HDMI interface

- 2.1. Turn on the screen power (plug and switch to the front left side of the stage).

Projector screen  
power located to  
the front left of  
the stage.



- 2.2. Get the screen remote control located with the AV controls in the hallway to the right side of the stage.

Projector screen  
remote control



- 2.3. Stand in front of the stage and lower the projector screen using the down button.

Projector screen  
in the lowered  
position



- 2.4. Ensure the projector power is plugged in and switched on in the hallway.

AV controls  
located in  
hallway to the  
right of the stage



Projector power  
must be switched on

- 2.5. Using the control box turn on the projector with the “PROJ ON” button (when a button on the AV control box is pressed it should flash to confirm the input).

AV control box

“PROJ ON”

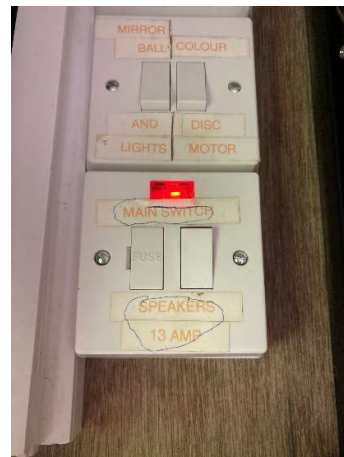


“PROJ OFF”

“HDMI”

- 2.6. For using the HDMI connection, press “HDMI” on the AV control box to put the AV equipment in the correct mode.
- 2.7. If audio is required ensure the hall speakers are switched on using the fused switch marked “MAIN SWITCH – SPEAKERS 13 AMP” above the main AV controls (the orange light will be lit when on).

Hall speakers  
main power  
switch





- 2.8. Connect your device/PC using the HDMI cable connected to the AV equipment cabinet at the front right side of the stage.

AV equipment cabinet



HDMI cable



- 2.9. If required an HDMI to USB-C adapter is provided in the AV equipment cabinet if your device has a USB-C port rather than HDMI.

HDMI to USB-C adapter



- 2.10. Video and sound outputs are controlled from your device.
- 2.11. For internet connectivity Mountfield Village Hall provides a free-to-use Wi-Fi connection. Using your device's Wi-Fi settings connect to the following Wi-Fi hotspot:

Network name/SSID: **Mountfield Village Hall**

Password: **Hall1928**

- 2.12. The Mountfield Village Hall committee kindly requests that all users leave the hall 'as found' including turning off the projector using "PROJ OFF" button (red top right), turn off the speaker switch and raise the projector screen after use (see sections 2.2, 2.5 and 2.7).

### 3. Using Bluetooth connection to play music etc

- 3.1. Ensure the hall speakers are switched on using the fused switch marked “MAIN SWITCH – SPEAKERS 13 AMP” above the main AV controls into the hallway to the right of the stage (the orange light will be lit when on).

Hall speakers  
main power  
switch



- 3.2. Using the control box press the “BLU RAY” button to put the AV equipment in the correct mode (when a button on the AV control box is pressed it should flash to confirm the input).

AV control box

“BLU RAY”



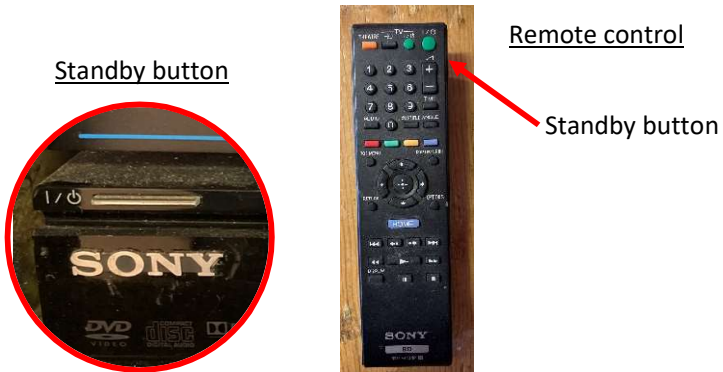
- 3.3. Ensure the Sony Blu-Ray Disc player in the AV cabinet is on. When turned on the Blu-Ray player should display “HOME” on the front display.



Blu-Ray disc player



- 3.4. If the Blu-Ray disc player requires turning on this can be done either using the standby button on the front of the player or the remote control.



- 3.5. Find the Bluetooth device on the right hand side of the AV equipment cabinet



- 3.6. Press the orange lit Bluetooth button to turn on (if no light is on, check it is plugged in at the wall socket beside it).





- 3.7. The Bluetooth button will now flash with a blue light and will pair to your device.



Flashing blue light  
when ready to pair.

- 3.8. Your device will show 'Amazon BT Adapter B07Q5T5FCX' as the Bluetooth connection. Sound will now play through the speakers. Volume control will be through your connected device.
- 3.9. When you have finished using Bluetooth, please press the Bluetooth device button to turn it off (long press). The device will say 'turned off'.
- 3.10. The Mountfield Village Hall kindly requests that the speakers are turned off using the "MAIN SWITCH – SPEAKERS 13 AMP" after using the Hall audio system (see section 3.1).

#### 4. Using the 3.5mm audio input to play music etc.

- 4.1. Ensure the hall speakers are switched on using the fused switch marked “MAIN SWITCH – SPEAKERS 13 AMP” above the main AV controls into the hallway to the right of the stage (the orange light will be lit when on).

Hall speakers  
main power  
switch



- 4.2. Connect your device using the 3.5mm audio cable connected to the AV equipment cabinet at the front right side of the stage.

AV equipment  
cabinet



3.5mm audio  
cable



- 4.3. Using the control box press the “BLU RAY” button to put the AV equipment in the correct mode (when a button on the AV control box is pressed it should flash to confirm the input).

AV control box

“BLU RAY”



**4.4. For the 3.5mm audio input to work correctly the Blu-Ray player must also be on.**

- 4.5. Ensure the Sony Blu-Ray Disc player in the AV cabinet is on. When turned on the Blu-Ray player should display “HOME” on the front display.



Blu-Ray disc player



- 4.6. If the Blu-Ray disc player requires turning on this can be done either using the standby button on the front of the player or the remote control.

Standby button



Remote control



Standby button

- 4.7. The Mountfield Village Hall kindly requests that the speakers are turned off using the “MAIN SWITCH – SPEAKERS 13 AMP” after using the Hall audio system (see section 3.1).

## 5. Using the wireless microphones

- 5.1. The microphones can be used in conjunction with other AV inputs including the HDMI and BLU RAY 3.5mm audio inputs (please see the relevant sections in this manual for instructions on using those inputs). The microphone sound will output at the same time/over the top of the any other input.
- 5.2. Ensure the hall speakers are switched on using the fused switch marked “MAIN SWITCH – SPEAKERS 13 AMP” above the main AV controls into the hallway to the right of the stage (the orange light will be lit when on).

Hall speakers  
main power  
switch



- 5.3. Ensure the ‘Q Audio – UHF Wireless System’ box is switched on in the AV equipment cabinet to the front right hand side of the stage. When on the display will show the Channel 001 and Channel 002 bands used for the two microphones.
- 5.4. Ensure that the round sound volume button is turned up to at least vertical 90 degrees.

Volume button

AV equipment  
cabinet



Q Audio – UHF Wireless System

Power switch



- 5.5. There are two microphones provided which can be used simultaneously. Turn on the microphones using the switch on the front. **Please ensure the microphones are turned off when not in use to preserve the batteries for other users.**



Microphone  
power switch

- 5.6. When the microphones are on and wirelessly connected to the 'Q Audio – UHF Wireless System' the green 'RF' lights should be lit (if not the microphone batteries may need replacing). When speaking into the microphones the orange 'AF' will flash with the speech identifying an input.

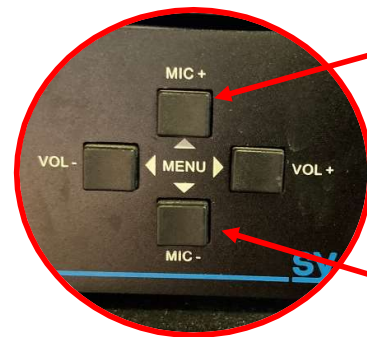


- 5.7. The microphone volume can be adjusted using both the 'Q Audio – UHF Wireless System' box and the 'SY-MS51-AP Presentation Switcher' box. However, we recommend that the volume controls on the 'Q Audio – UHF Wireless System' box are set in the 50% vertical position to prevent excessive gain/interference and the 'SY-MS51-AP Presentation Switcher' box set to 'MIC: 30'.



Q Audio – UHF Wireless System box

Channel 1/Volume A set to 50%,  
vertical position



SY-MS51-AP Presentation Switcher

Volume adjustment buttons

- 5.8. When the 'MIC +' or 'MIC -' buttons are pressed the System Monitor display will show the LINE volume (i.e. HDMI or 3.5mm audio input volume) and MIC volume (i.e. volume of the microphones). The recommended settings are LINE: 60, MIC: 30.



- 5.9. If the volume settings are changed, we kindly request that you return them to the default settings.

## 6. Using the screen & projector with wireless AirMedia interface

- 6.1. Set up the screen and projector as described in sections 2.1 to 2.5.
- 6.2. If audio is required ensure the hall speakers are switched on using the fused switch marked “MAIN SWITCH – SPEAKERS 13 AMP” above the main AV controls (the orange light will be lit when on).

Hall speakers  
main power  
switch



- 6.3. Using the control box press the “WIRELESS” button to put the AV equipment into the correct mode (when a button on the AV control box is pressed it should flash to confirm the input).

AV control box

“WIRELESS”



- 6.4. Ensure your presenting device is connected to the Mountfield Village Hall Wi-fi network. Using your device’s Wi-Fi settings connect to the following Wi-Fi hotspot:

Network name/SSID: **Mountfield Village Hall**

Password: **Hall1928**

- 6.5. To use the wireless presentation feature, follow the instructions displayed on the projector screen (below).

Web browser address

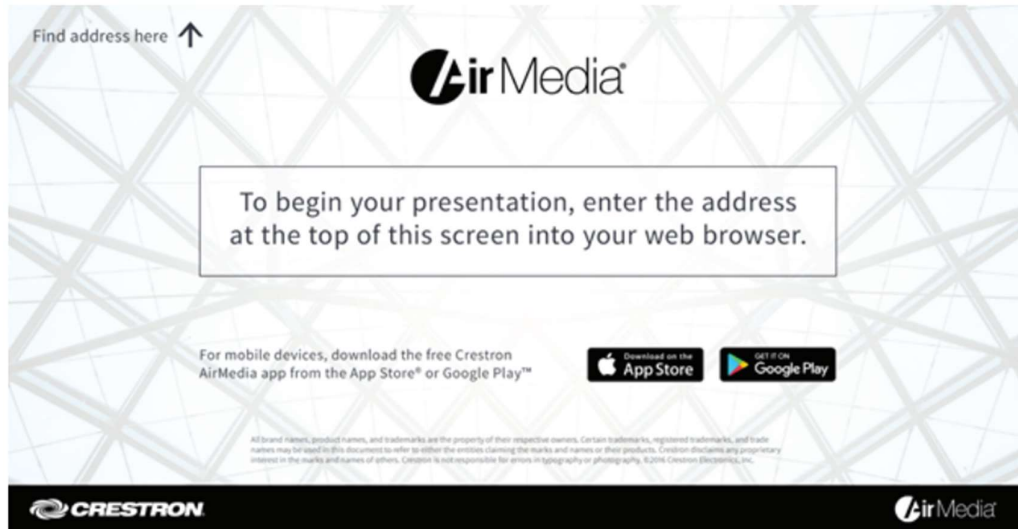
located here:

**192.168.1.211**

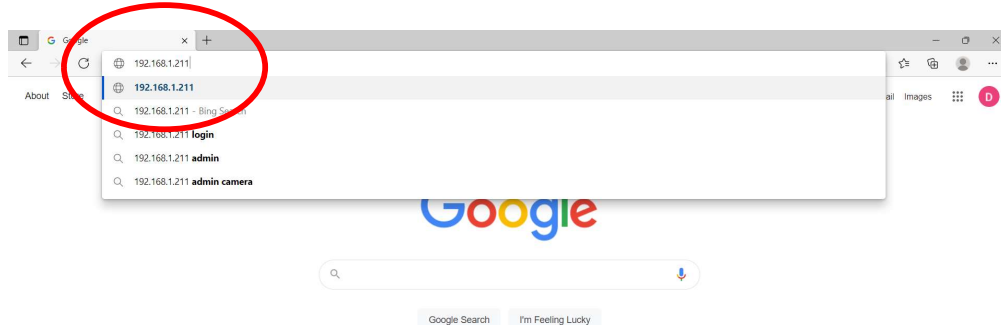
Enter this code

when prompted:

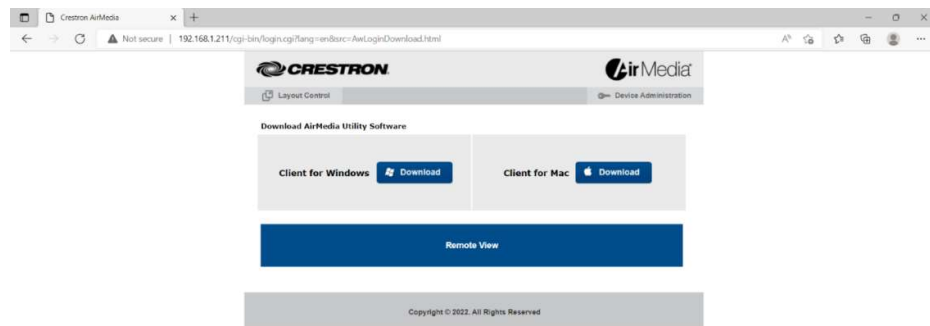
**8102**



- 6.6. On your device, open the web browser and type the address displayed on the projection screen (**192.168.1.211**) into the search bar.

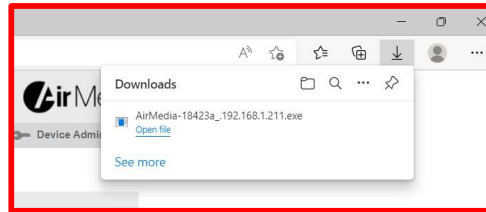


- 6.7. After entering the address into your browser, you will then be presented by the following screen:





- 6.8. Click on the download icon for your computer's operating system to download the AirMedia application (the below may differ depending on your device's operating system).

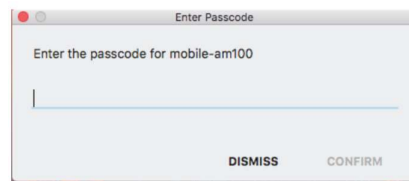


- 6.9. The Air Media application requires no installation. It can either be saved and run locally, or run from the internet. NOTE: When used on a Mac computer, the AirMedia application must be run from within the disk image file. Do not drag the application of the disk image file.

- 6.10. Run the downloaded application. The below 'Enter Code' ('Enter Passcode' on Mac) screen is displayed on your device.

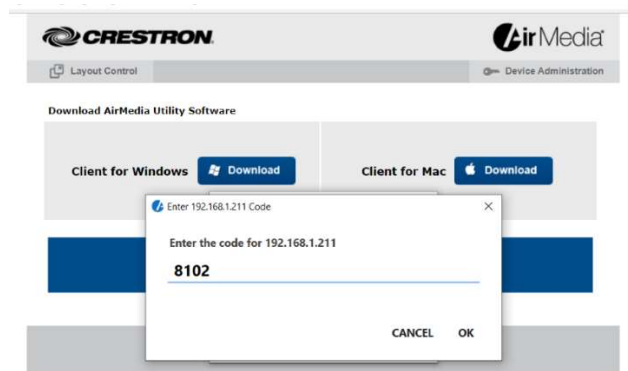


Windows

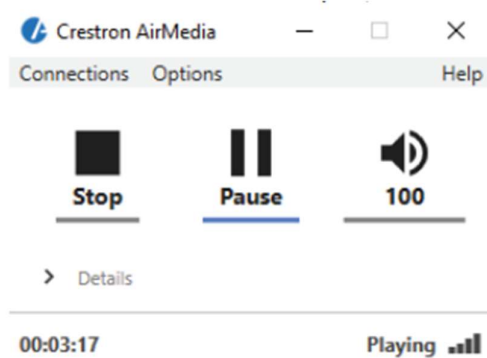


Mac

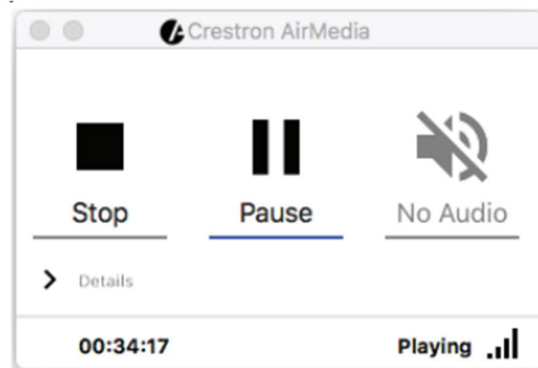
- 6.11. You then need to enter the code '8102' (as shown at the top right of the projector screen) as requested, and click on the 'OK' ('CONFIRM' on Mac) button:



6.12. You will then be connected to the AirMedia device and the below controls will be shown on your computer. The projector screen will mirror what is showing on your computer.









Windows



Mac

6.13. Direct the presentation with the following controls:

- Click  to stop showing the computer's screen.
- Click  to start showing the computer's screen.
- Click  to freeze the computer's screen.
- Hover over  to show a volume slider control and drag the slider to raise or lower the volume.
- Click  to mute the audio output.
- Click  to unmute the audio output.

6.14. Sound levels can be controlled by both the AirMedia sound button (see above) and the sound controls on your own device.

6.15. The Mountfield Village Hall committee kindly requests that all users leave the hall 'as found' including turning off the projector using "PROJ OFF" button (red, top right on the AV control box), turn off the speaker switch and raise the projector screen after use (see sections 2.2, 2.5 and 2.7).

## 7. Appendix

### 7.1. View of the stage.

Wall mounted  
hall speakers on  
either side of  
the stage.

AV controls  
located in  
hallway to the  
right of the  
stage.



AV equipment  
located on the  
right side of  
the stage.



Projector screen  
power switch  
located on the  
left side of the  
stage.



### 7.2. AV equipment.



Microphones (x2)



Remote control for  
Blu-Ray player.



USB-C to HDMI  
adapter.



### 7.3. AV equipment continued.



### 7.4. AV controls (in the hallway to the right side of the stage)

