

# Kemerton Village Hall

Main Road, Kemerton, Tewkesbury, Glos GL20 7JE

Registered Charity No: 523159

VAT registration No: 310037957



## AUDIO-VISUAL SYSTEM GUIDE

The Hall has an audio-visual system comprising:

- 4 speakers
- Projector
- Screen
- 2 Lapel microphones
- DVD player
- Hearing Loop
- 2 Theatre lights

The system was supplied and installed by:

Audio Visual Direct Ltd. of Weston-super-Mare

Tel. 01934 615576

[enquiries@audiovisualdirectuk.co.uk](mailto:enquiries@audiovisualdirectuk.co.uk)

## GETTING STARTED

Go up on to the Stage and turn to your right. There you will see the Communications Cabinet.

The first thing to do is to check the power is ON at the wall the plug marked COMMS CABINET POWER.

It may already be in the ON position.



Using the black key attached to the front door key, unlock the cabinet and carefully open the door.

Please ensure it is locked again after your event.



Every element inside the cabinet is already in the ON position, **so please do not press any buttons inside the cabinet unless directed to do so by this Guide.**

## DEFAULT VOLUME SETTINGS ON THE AMPLIFIER

|                            |           |
|----------------------------|-----------|
| Main Volume (MAIN):        | Set to 9  |
| Hearing loop (LOOP):       | Set to 4  |
| HDMI:                      | Set to 8  |
| Bluetooth:                 | Set to 5  |
| IPOD:                      | Set to 5  |
| Lapel Microphones (1 & 2): | Set to 1½ |



## HEARING LOOP FOR THE HARD OF HEARING

There is a Hearing Loop in the Main Hall to aid the hard of hearing.

Any sound which is being heard through the hall's speakers can be picked up by a guest's hearing aid.

They will need to switch their hearing aid to the t-symbol on their device, and can adjust their own volume.

In addition, the volume can be adjusted on the amplifier in the Comms Cabinet, but should be set to 4 as a default.



## HDMI SOURCE SWITCH UNIT

It is unlikely you will have to touch this part of the system, but if you encounter difficulty getting a signal to the projector, check that the unit is on the correct setting for the type of broadcast you are attempting.

There is a remote control which can be used to change channel, or you can use the Source button on the front of the unit:



Position 1 FRONT: Signal originating via the Comms Cabinet on the stage

Position 2 REAR: Signal originating via the HDMI (laptop) socket at the rear of the hall

Position 3 BLUERAY: Signal originating via the DVD Player located in the Comms Cabinet (labelled Blueray)

Spare batteries for remote controls are located in the Comms Cabinet, along with instructions for replacing the batteries, if needed.

## TURNING ON THE HALL SPEAKER SYSTEM

In order to have any sound come through the speakers (for all sources) you must first turn on the Hall Speakers.

Look in the basket inside the door of the Comms Cabinet and locate the white remote control labelled HALL SPEAKERS.



### **Point the remote control out into the main hall.**

Press the button labelled ON to switch the speakers on.

A red light will appear on the plug up on the wall behind each speaker.

The speaker nearest the Comms Cabinet is easy to see when you are checking the red light has come on.

Press the button labelled OFF to switch the speakers off when your event is over.

The other rows of buttons are not active and should be ignored.

Spare batteries for this remote control and a spare remote control can be found in the Comms Cabinet.

### *Note to Committee:*

*In the unlikely event of a prolonged power-cut, it is possible that the remote control for the speakers will need to be re-programmed. This should be done by a trained Hall representative in the following manner:*

- *Use the ladder (located on the stage) to get up to each of the four speakers in the hall. Take the remote control with you.*
- *Disconnect the infrared remote plug switch from each speaker plug.*
- *Re-plug-in the plug switch and depress the button the side, holding it down until it starts flashing.*
- *Press the speaker remote control button marked A – ON (lefthand side, top row)*
- *The re-programming of that plug is now complete.*
- *Plug in the speaker to the infrared plug switch.*
- *Follow the same protocol for the other 3 infrared plug switches on the other speakers.*

## CONNECTING A LAPTOP FROM THE STAGE

Please note: Your laptop must be no more than 2 years old to work with the hall system.

At the back of the Communications Cabinet, coiled on a hook, is a 5metre long HDMI cable. Plug this into your laptop. It should automatically connect with the projector.

If your Apple computer or Ipad does not have an HDMI port, you will find an adaptor which will help you connect in the Comms Cabinet (USBC/Apple to HDMI). This will allow you to connect your laptop or Ipad.

If you are broadcasting the soundtrack from your laptop into the hall, **turn up the volume to FULL on your device first**. If necessary, check that both the dial marked MAIN and the dial marked HDMI are both turned up halfway. Adjust the volume for your performance either using the volume control on your device, or the dial marked MAIN on the amplifier in the cupboard.

## CONNECTING A LAPTOP FROM THE REAR OF THE HALL

If it suits your event, you can connect your laptop with the projector and screen using a second port at the rear of the hall (beside the fire extinguishers, by the entrance).

Find the remote control for the HDMI Switch Unit. It is in the door of the Comms Cabinet. Press 2 for Rear of Hall. It takes a moment to register. The signal will now be coming from HDMI socket at the rear of the hall.

An extra HDMI cable is located (loose) in the Comms Cabinet. It is labelled HDMI REAR OF HALL.

Use this cable to connect your laptop to the HDMI socket indicated by the red arrow in the photo below. Your pictures and sound will automatically show on the screen.

Remember to turn up the volume on your device.

Please switch the HDMI Switch Unit back to setting 1 at the end of your event.



## **PLAYING MUSIC FROM A PHONE, TABLET OR LAPTOP VIA BLUETOOTH:**

Make sure the power supply to the Comms Cabinet is turned on at the wall.  
Open the Comms cabinet and locate the white remote control that is labelled HALL SPEAKERS.

Point it out into the hall and press ON.

A red light will illuminate where the speakers plug into the wall.

On your own device's Bluetooth menu (under Settings), select the hall's Bluetooth network which is called:

**TP-Link\_Music**

There is no password to connect.

Only one device can be connected at a time.

The volume of the music is controlled most easily from your device, but the Main Volume dial in the cabinet will also control it.

If the overall volume is still too low, turn up the dial in the Comms Cabinet labelled BLUETOOTH.

Also, look for a knob to the far right labelled 'Main'. Ensure this is turned up sufficiently.

The Hall's wi-fi password required for streaming music from the internet is:

**KVHaccess2021**

## PLAYING MUSIC FROM A PHONE, TABLET OR LAPTOP VIA MINI-JACK CABLE:

At the rear of the Comms cabinet, you will find a thin cable with a narrow pin fitting leading into the back of the cabinet. This can be plugged into the Headphone/Mini-Jack port on your phone or Ipad (if it has one).

If your Apple device doesn't have a headphone port, you will find in a labelled adaptor (Apple 'lightening' to mini-jack) in the Comms Cabinet. This will enable you to connect.

Volume is controlled on your own device as well as by the dial marked IPOD on the amplifier. Make sure the volume is turned up on your device.

If still no sound is coming through, check that this IPOD dial and the MAIN volume dial are halfway up. Adjust as necessary.



## USING THE LAPEL MICROPHONES



There are 2 clip-on lapel microphones in the basket on the inside of the door of the Comms Cabinet. They are labelled 1 and 2, which corresponds to the numbered dials on the amplifier in the Comms Cabinet.

Select a microphone for use and on it move the small black switch to ON.

Attach to your clothing at a distance of 6 inches from your mouth (not nearer).

Place the transmitter pack in your pocket.

**Make sure the correct volume dial for your microphone (either microphone 1 or 2) is at the volume position 1½, as shown below.**

**The main volume switch (far right) should be at volume 9.**

When using the lapel microphones, try to stay approximately in the centre of the hall/stage opening, whether you are on the stage or on the hall floor. This will reduce the possibility of feedback.

## ACTIVATING THE SCREEN, PROJECTOR OR DVD PLAYER USING REMOTES

To prepare the screen, projector and DVD player for use, you need to turn everything on using the remote controls.

In the pocket in the door of the Communications Cabinet, you will find the following:

### HALL SPEAKERS

Already explained above.



### PROJECTOR

Pointing the remote control directly at the projector, press the GREEN button firmly ONCE to start. Give it a moment, then you will hear a whirring sound.

At the end of your broadcast, press the RED button firmly ONCE to ask it to turn off, then **press the RED button a SECOND TIME to confirm you wish to turn it off.**



## SCREEN

Pointing the remote control at the screen, press the DOWN arrow ONCE.

The screen is pre-programmed to stop automatically at the correct place.

The blank MIDDLE button will stop the screen at any point.

The UP button will allow you to put the screen away at the end of your broadcast.

Once the screen is down, please ensure you use the fire corridor to access the stage.

Do not allow people to squeeze past the edges of the screen as it vulnerable to damage.



## DVD PLAYER

This controller works just like any domestic DVD player.

The player itself should already be powered up and ready to go in the cabinet, but if not use the remote control to turn it on.

You can use the remote to open and close the DVD drawer and operate it, as you would a DVD player at home. Please direct remote at the DVD player to control the DVD and NOT at the screen



## HDMI SWITCH CONTROL

This controls where the signal is coming from.

In the basket inside the door of the Comms Cabinet, you will find a remote control labelled HDMI SWITCH CONTROL.



As previously described, this unit, located in the uppermost position in the 'stack', should be set to position 1 for all use of laptops and Ipad on the Stage.

In order to connect a laptop or Ipad through the socket at the rear of the hall, set the unit to position 2.

In order to play DVD's you need to use the remote control to move the channel setting to position 3.

You should find it set to channel 1 and please leave it on this setting when you leave.

Spare batteries for the audio-visual remote controls are located in a plastic bag in the Comms Cabinet, along with instructions for replacing the batteries, if needed.

## USING THE THEATRE LIGHTS FROM THE STAGE

The Hall has a pair of theatre lights which you can use to light the Stage. They are controlled from a Lighting Control Board which can be plugged in at the Comms Cabinet on the Stage, or at the rear of the hall.

The colour of the lights is infinitely adjustable, plus it is possible to pre-program light 'scenes'. Please refer to the product manual located in the rack on the wall above the Comms Cabinet for how to do this. This manual is written for the experienced user and there are simple notes on adjusting the brightness and colour of the lights later in this section.

This chapter concerns plugging in the Lighting Board on the Stage.



Plug the power lead into the wall and into the back of the Lighting Board.  
Turn on the wall socket.  
Turn on the power switch on the back of the Lighting Board.



Locate the lead indicated in the photo below (red arrow) and plug the loose end of it into the back of the Lighting Control Board. It will only fit in one socket.



Then press the buttons numbered 1 and 2 on the lighting board, indicated with arrows on the image below. Button 1 selects the right hand light (looking towards the stage) and button 2 selects the left hand one. Selection does not itself turn the lights on, you need the slider controls for that.



Adjust the brightness by sliding up or down the controls indicated below.



Each of the two lights can produce five independent colours-red, green,blue,amber and white. Each of the first five sliders on the control board adjusts the strength of one of these five colours (so slider 1 increases the red output, slider 2 the green and so on).

**Note:** you have to nudge these sliders just to wake the lights up.

The colour combinations are infinite especially as you can adjust the two lights separately. One simple setting is to have amber and white sliders (sliders4 and 5) both about 75% on and all the others off, which gives a warm white light.

The lights do not go off when you turn off their select buttons, though they go dark if you pull all the sliders down to zero. They also go off when you turn off the controller, using the switch on its rear panel

## USING THE THEATRE LIGHTS FROM THE REAR OF THE HALL

The Lighting Control Board can also be operated from the rear of the hall. The socket labelled DMX is located by the fire extinguishers, near the door.

Before you can operate the Lighting Board from the rear of the hall, you must do something on the Stage, so start there.

Locate the Lighting cable indicated in the photo below. It is behind the Comms Cabinet. Leave the cable plugged in as you find it.



Take the loose end of this cable and insert it into the socket next to it labelled DMX REAR. Please reverse this action at the end of your event.



Now proceed to the rear of the hall to connect the Lighting Board.  
Please use a table to support the Lighting Board (unlike in the photo!)



Plug in the power lead to a plug socket. Turn on the power supply.  
Plug in the very short DMX cable (stored in the bag with the Lighting Board) to the correct wall socket (shown with a red arrow below) and plug the other end into the Lighting Control Board.  
Turn on the power switch on the back of the Lighting Board.  
Press buttons 1 and 2 (see previous description above)  
Use the left-most 5 sliders to adjust the brightness and colour, again as above.



## **USING YOUR OWN APPLIANCES AT THE HALL**

If you need power for your own devices or appliances, please plug them in via the surge suppressor, rather than into the wall directly. This is a safety measure.

A surge suppressor with multi-sockets for your use can be found hanging on the wall in the Housekeeping Cupboard.

**IF YOU ENCOUNTER PROBLEMS WITH THE AUDIO-VISUAL SYSTEM,  
PLEASE CALL THE HALL MANAGER RICHARD PASCO ON 07933 371160**

**GOOD LUCK WITH YOUR EVENT!**