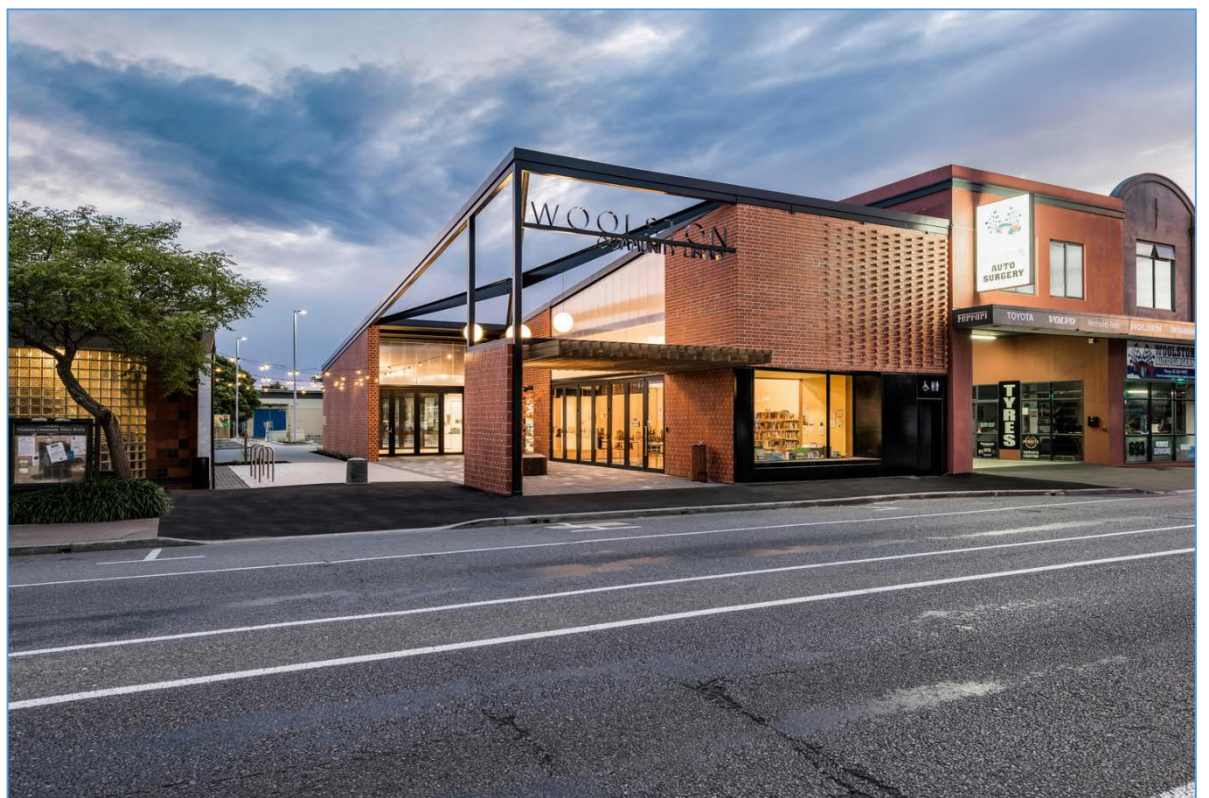


Instructions for using the Audio & Visual System @ Woolston Library & Community Centre 2018



Please Note:

- There is no sound available to the HDMI connection – Suitable for mute presentations only
- You must supply your own HDMI/ RCA & MP3 connection cables as Christchurch City Council do not supply these items
- AV support outside of business hours Monday to Friday, Public Holidays & Weekends is not available

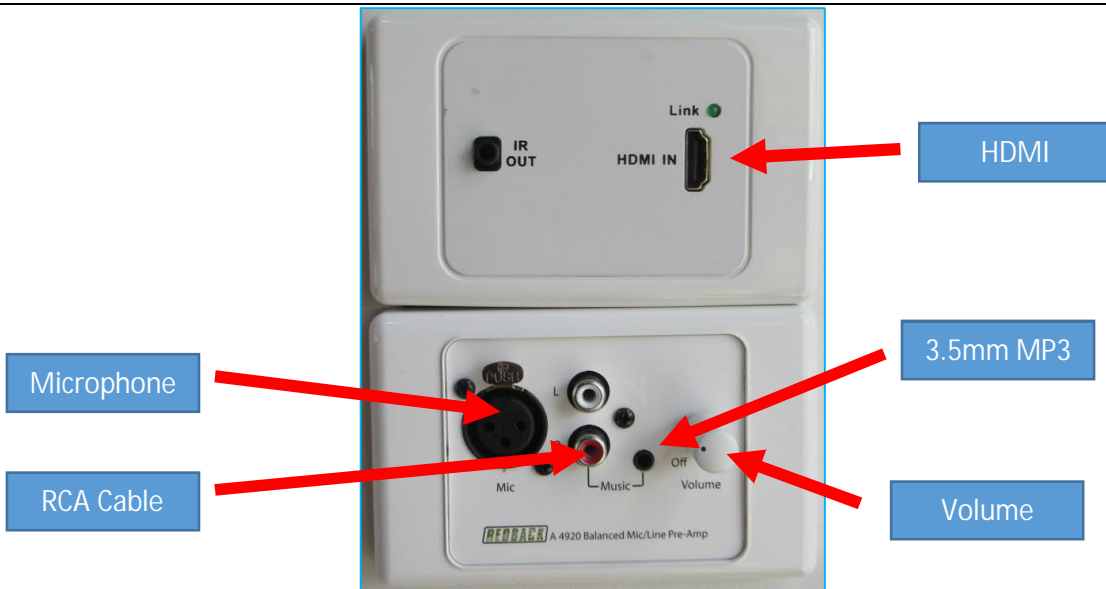
Identifying AV Equipment @ **Woolston Library & Community Centre** – (Please note that the HDMI connection does not produce sound so is only to be used for silent presentations)



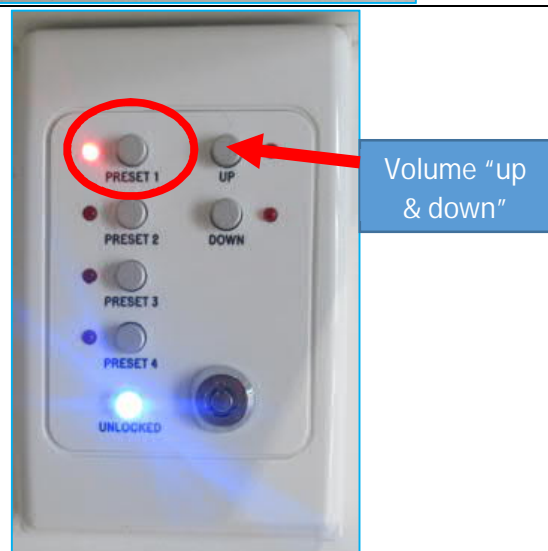
Ceiling mounted Data Projector



Sound Amplifier/ with 2 dial volume controls (Left & Right speakers)



North Wall Wallplates (HDMI, 3.5mm plug, RCA Audio Cable, Microphone, Volume Control)



Cupboard Controller - The controller needs to be on "PRESET 1". The Up & Down buttons control the volume.



Cables required to use this system (You are required to provide your own cables)

- 1.RCA Cable
- 2.HDMI Cable
- 3.3.5mm Audio Cable – MP3



Remote for Ceiling Mounted Data Projector

Getting Started

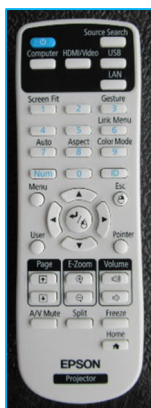
Please note: The HDMI connection does not provide sound and is only for silent presentations.

This is a simple plug and play system. Please do not attempt to connect any cables in to the equipment in the AV Cupboard. You must use the North Wallplate.

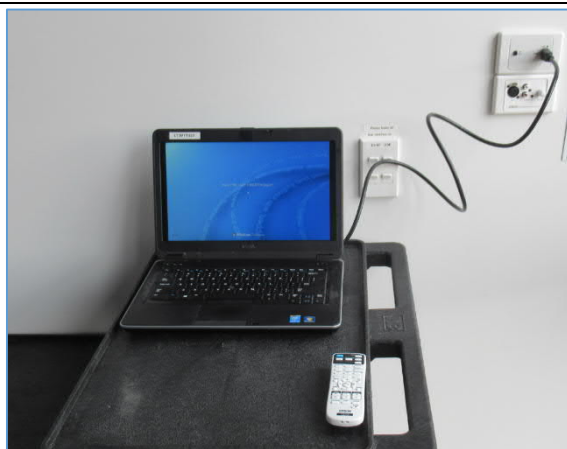
MP3 VOLUME CONTROL INSTRUCTIONS - If you have no sound once connected please check the following:

1. The volume control on the North wall Wallplate.
2. Check the Cupboard Controller buttons.
3. Check the two Amp dials.

Laptop & Tablet Connection



Turn on the ceiling data Projector by pushing the blue button on the remote control in the AV cupboard.



Connect your device to the North Wallplate using an HDMI cable – The system will search for the device and then display it on the north wall (There may be a short delay).



When you have finished your presentation push the blue button on the projector remote twice, disconnect your device from the North Wallplate,

Return the projector remote to the AV cupboard.

Please leave all AV equipment switched on in the AV Cupboard for the next hall user - Thank You

Notes:

MP3 Connection – Phone – Tablet – MP3 Player – Laptop



Connect your device using a 3.5mm cable



Connect the 3.5mm cable to the 3.5mm North Wall Wallplate socket, adjust the volume on your device and the Wallplate



Also check the volume levels on the AV equipment located in the AV cupboard as described above under MP3 VOLUME CONTROL instructions.

When you have finished unplug your cable from the North Wall Wallplate
Please leave all AV equipment switched on in the AV Cupboard for the next hall user – Thank You

Notes: