

## Harborough Magna Village Hall Audio Visual (A/V) Equipment

# Microphones

If you booked the hire of the A/V equipment as part of your booking you will have been provided a key to open the **Plant Room**. The plant room is through the double doors on the left hand side of the main hall, past the kitchen and the store-cupboard. Once inside you will see a large black A/V cabinet sticking out from the wall on your right hand side at about head height, it has a glass front. The key to open the unit is on top left-hand side of the cabinet. Unlock the cabinet.

The hand held controllers for all the A/V equipment are clearly labelled and on the right hand side of the plant room doors as you enter the room. The two roaming microphones lettered '**A**' and '**B**' are also located in the rack. (we need to number the microphones 1 and 2)

### To use the Microphones

There are two microphones lettered '**A**' and '**B**'.

Turn on the '**RCF PR4093**' preamplifier, the on/off button is on the right hand side of the unit. A green light will appear above the on/off switch. **The volume controls for the microphones are Channel 1 and Channel 2 on this unit.**

Turn on the '**Cord NU2**' unit, the switch is on the right hand side. Choose one (or both) of the two microphones from the rack next to the door (the microphones are clearly labelled 1 and 2). Turn on the microphone(s) by sliding its switch upwards. A red light will briefly flash on the microphone and then go out. Depending on the microphone that you pick up make sure that volume control on the respective channel (1 or 2, or both if you are using both microphones) on the '**RCF PR4093**' preamplifier is turned up by approximately three increments from '0'.

Turn on the amplifier '**Crown XLi 1500**' by pressing the power button in the centre of the unit. Three lights will appear, the blue power light and two red fault lights, after a few seconds the red fault lights will go out. **Please do not touch any other controls on the amplifier.**

When you speak into the microphone(s) your voice will now be heard through the speakers in the hall. Your voice will be amplified you need only speak at your normal volume to make yourself heard. Should you need to increase the volume please use the volume controls on the '**RCF PR4093**'.

When you have finished using the equipment slide the microphone switch down to show the 'off' position. Replace the microphone in the rack. Turn off the '**Crown XLi 1500**' amplifier. Turn off the '**Cord NU2**' unit. Turn off the '**RCFPR4093**' preamplifier. Close the A/V Cabinet, lock it, and return the key to the top left hand side of the cabinet. **Please lock the Plant Room door as you leave.**

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## **Bluetooth**

If you booked the hire of the A/V equipment as part of your booking you will have been provided a key to open the **Plant Room**. The plant room is through the double doors on the left hand side of the main hall, past the kitchen and the store-cupboard. Once inside you will see a large black A/V cabinet sticking out from the wall on your right hand side at about head height, it has a glass front. The key to open the unit is on top left-hand side of the cabinet. Unlock the cabinet.

### **To use a Bluetooth connection e.g. a mobile phone to play music.**

Turn on the '**RCF PR4093**' preamplifier, the on/off button is on the right hand side of the unit. A green light will appear above the on/off switch.

Turn on the '**Crown XLi 1500**' by pressing the power button in the centre of the unit. Three lights will appear, the blue power light and two red fault lights, after a few seconds the red fault lights will go out. **Please do not touch any other controls on the amplifier.**

Turn on the '**Denon DN-500CB CD/Bluetooth**' player, turn on your device and ensure it is Bluetooth discoverable ('pairing' mode). Repeatedly press the '**source**' button on the left hand side of the Denon unit closest to the power button to scroll through options. When it shows the name of your device it will display '**pairing**'. As soon as your device is picked up you will notice that it was say BT and the name of the device you are connecting.

The volume control for your device is channel 7/8 on the '**RCF PR4093**' unit, you will find that volume level **three** is ample. **Only increase the volume level if absolutely necessary.**

The volume can also be controlled from your device.

When you have finished using the equipment. Turn off your device. Turn off the '**Denon DN-500CB CD/Bluetooth**' player, turn off the '**Crown XLi 1500**'. Turn off the '**RCF PR4093**' preamplifier. Close and lock the A/V cabinet door and place the keys on top of the box on the left hand side. **Please lock the Plant Room door as you leave.**

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## **Compact Disc (CD)**

If you booked the hire of the A/V equipment as part of your booking you will have been provided a key to open the **Plant Room**. The plant room is through the double doors on the left hand side of the main hall, past the kitchen and the store-cupboard. Once inside you will see a large black A/V cabinet sticking out from the wall, on your right hand side at about head height, it has a glass front. The key to open the unit is on top left-hand side of the cabinet. Unlock the cabinet.

Turn on the '**RCF PR4093**' preamplifier. Turn on the '**Denon DN-500CB CD/Bluetooth**' player. Turn on the '**Crown XLi 1500**'.

Insert CD into the CD slot on the front of the '**DN-500CB CD/Bluetooth**' player, (make sure that the CD is the right way up) press 'play' on the right hand side of the unit, the CD will now play. Make sure the master switch on the '**RCF PR4093**' pre-amplifier is set at about three increments. The volume control for this function is **channel 7/8**. Set this at volume initially at increment three.

The playing process can also be controlled by the '**Denon handset**' which can be found in the rack near the door to the plant room. N.B. The handset does not work outside the plant room!

When leaving:

**Eject your CD.**

**Replace the handset** in the rack by the door to the plant room.

**Turn off the Crown XLi 1500.**

**Turn off the Denon DN-500CB.**

**Turn off the RCF PR4093** preamplifier with the on off button on the right hand side.

Close the A/V cabinet door and lock it, then place the keys on top of the cabinet on the left hand side ready for the next user. **Please lock the Plant Room door as you leave.**

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## **Digital Video Disc (DVD)**

If you booked the hire of the A/V equipment as part of your booking you will have been provided a key to open the **Plant Room**. The plant room is through the double doors on the left hand side of the main hall, past the kitchen and the store-cupboard. Once inside you will see a large black A/V cabinet sticking out from the wall, on your right hand side at about head height, it has a glass front. The key to open the unit is on top left-hand side of the cabinet. Unlock the cabinet.

Opening paragraph.

Turn on the '**RCF PR4093**' preamplifier.

Turn on the '**Denon DN 500 CB CD/Bluetooth**' player.

Turn on the '**LG Bluetay**' Disc player which is situated on top of the A/V Cabinet, above the 200/2 box. The on off switch is the large black button on the right hand side of the unit.

Turn on '**Crown XLi 1500**'.

To lower the cinema screen in the Main Hall. Locate a small handset in the rack which has a black shiny surface and five white buttons. Take the handset into the main hall and press the top large white button. The screen will now descend.

Replace the screen handset in the rack.

Locate the Epson projector handset in the rack. Take the handset into the Main Hall, direct it at the Epson projector which is located near the ceiling. Press the blue on/off button top left-hand corner. The projector will switch on and after about 30 seconds you will see an image on the screen.

Open the '**LG Blu-ray**' disc player by pressing the small button on the front of the unit. Insert your DVD and press the small button again. The DVD player will close.

On the '**RCFPR4093**' press the 'source' button repeatedly until you see '**Auxiliary USB**' in the display box.

Locate the '**LG**' handset in the rack and press '**play**' - the DVD will now play through the projector. If the DVD does not play automatically instructions will appear on the screen to assist you in choosing the correct settings for the projector. Follow any instructions by using the Epson handset.

Volume control for the '**LG Blu-ray**' player is **channel 9/10** on the '**RCFPR4093**' pre-amplifier.

When leaving:

**Turn off the Epson projector** (Press the blue button on the handset and when instructed by the on-screen instruction, press it once more. The projector will then close down.)

**Replace the Epson handset in the rack** (by the door to the plant room).

**Eject your DVD from the LG Blu-ray player.**

**Turn off the 'Crown XLi 1500'.**

**Turn off the LG Blu-ray player**

**Replace the LG handset in the rack** (by the door to the plant room).

**Turn off the 'Denon DN-500CB'.**

**Turn off the 'RCF PR4093' preamplifier.**

Close the A/V cabinet door and lock it, then place the keys on top of the cabinet on the left hand side ready for the next user. **Please lock the Plant Room door as you leave.**

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## **Computer Connection to the Projector**

If you booked the hire of the A/V equipment as part of your booking you will have been provided a key to open the **Plant Room**. The plant room is through the double doors on the left hand side of the main hall, past the kitchen and the store-cupboard. Once inside you will see a large black A/V cabinet sticking out from the wall, on your right hand side at about head height, it has a glass front. The key to open the unit is on top left-hand side of the cabinet. Unlock the cabinet.

Turn on the '**RCF PR4093**' preamplifier.  
Turn on '**Crown XLi 1500**'.

To lower the cinema screen in the Main Hall. Locate a small handset in the rack just inside the door, the handset has a black shiny surface and five white buttons. Take the handset into the main hall and press the top large white button. The screen will now descend.

Replace the screen handset in the rack.

Locate the Epson projector handset in the rack. Take the handset into the Main Hall, direct it at the Epson projector which is located near the ceiling. Press the blue on/off button top left-hand corner. The projector will switch on and after about 30 seconds you will see an image on the screen.

Connect your computer to the A/V system via the HDMI socket below the screen. Turn on your computer.

Using the projector handset press the 'Search Source' button. The projector will scroll through a number of options until it finds HDMI1. Once HDMI1 is found you should be able to see your computer screen on the projector screen.

When leaving:

Switch off your computer.  
Turn off the **Epson projector**.  
Raise the **screen**.

Replace the projector handset and the screen handset in the rack on the right hand side, inside the Plant Room.

Turn off the '**RCF PR4093**' preamplifier.  
Turn off the '**Crown XLi 1500**'.

Lock the door on the A/V cabinet and return the key to the left hand side on top of the cabinet. **Please lock the Plant Room door as you leave.**