Audio visual equipment system

The sound and projector systems at the Auckland Bridge Club are simple to use, but please be careful to minimise the risk of damaging the equipment.

You should provide your own laptop. We encourage you to familiarise yourself with the equipment **in advance** of your event.

Aside from these instructions the Club is able to offer little further support for the equipment. The equipment is valuable and expensive to maintain and users treat it with respect and use it in the manner described. Misuse may lead to **bond forfeit**.

The upstairs and downstairs systems are identical and independent. The equipment was supplied by Surplustronics.

surplustronics
sound · lighting · electronics

Inventory

- Three black cables for the microphone, sound and screen
- Amplifier and mixer stored in the locked cupboard and should **not** be touched
- Ceiling mounted projector
- Black projector remote control
- Two spare AAA batteries for remote control
- Two spare AA batteries for the wireless microphone
- White Mini DisplayPort adaptor
- Portable microphone

Locations

Downstairs: screen and projector at south end of room, cables on eastern edge of southern alcove, screen up/down switch on southern wall between alcove and southern stairwell door at head height

Upstairs: screen and projector at western wall middle of room, cables on floor on western edge, screen up/down switch on wall by window at head height

Starting up

Step 1 - screen
The 2 ½ metre screen is electric and controlled from a white switch.

A white box on the right hand side of the screen about eye level controls the screen. Click on the top white button to lower the screen: it takes about 20 seconds to lower.

Don't raise or lower the screen without using the mechanism. Don't write on the screen, attach anything to the screen, prod the screen, stick Post-It's on the screen, etc…

Step 2 – laptop
Start up your laptop.

Step 3 – video
Two video connectors are available for VGA and MiniDisplayPort: if you have another type of connector you will need to supply your own adapter.

Option 1 – VGA
If your laptop has a VGA connection, hook your laptop up with the long black VGA cable.

VGA connector

Option 2 - Mini DisplayPort
Connect a Mac using the DS Mini DisplayPort to VGA adapter. Plug the black VGA cable into one end of the adapter, and the other end into your laptop.

Step 4 - sound
If you need sound, BEFORE YOU CONNECT, set the output volume on your device to minimum because it is possible to blow the speakers if you connect something like an iPod at full volume.

Audio jack

The sound can come from either your laptop or another device.

The sound system is independent of the video system. You are NOT allowed to fiddle around with the mixer and amplifier units and if they are tampered with you may incur an engineering callout charge to re-set the equipment.

Step 5 – microphone

We suggest you use the cabled microphone, although there is also the option for a wireless microphone.

On the cabled microphone there is a switch on the body of the microphone. The volume and sound profile are pre-set and cannot be adjusted. Keep the microphone steady and about 4 inches (10 cm) from your mouth when speaking. The microphone stand is adjustable.
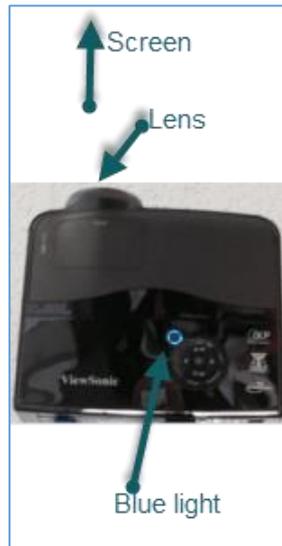
Step 6 – projector

The controller uses two AAA batteries. Stand close to the screen and point the black remote controller towards the lens or FRONT of the projector and click the Power button.

The blue light on the bottom on the projector should flash a few times and the projector should kick into action slowly over 30 seconds. Be patient!

The initial screen display before connecting your laptop is a ViewSonic logo on a light blue background.

The only operation is to turn the projector 'on' by clicking the Power button on the remote: do not touch the ceiling mounted projector nor its control buttons: everything is managed from the remote.

The bulbs in the projector are about $800 each: do not switch the equipment on and off repetitively, nor start up or shut down in any way other than using the remote's Power switch because the projector fan must be allowed to run to avoid the bulb overheating.

Step 5 – connect laptop

If you are lucky your laptop will conntect to the projector automatically.

If this is not the case your laptop has settings to connect to a projector.

On Windows 7 (there are variations), go to the *Control Panel*, select *Connect to a projector* and then choose *Duplicate mode* so that you can see the same display on your laptop screen as on the projected image.

On a Mac look for the *Displays option* within *System Preferences* --- something like the image below.

The projector screen should now change from the start-up display to the image on your laptop display.

If you use the wireless microphone we suggest you bring two AA batteries, and remember to switch the microphone off when finished. The red light on the microphone comes on when the batteries are low.

Shutting down

Step 1 – projector

Stand close to the screen and point the black remote controller up towards the lens of the projector, and click the Power button. The display will ask you confirm that you wish to turn it off: click the Power button again.

Step 2 – screen

The 2 ½ metre screen is electric. Click on the bottom white button to lower the screen: it takes about 20 seconds to put itself away.

Step 3 – cables

Disconnect the cables and return them to the black basket where they came from.

Step 4 – remote

Place it back where it came from.

Step 5 – microphone

Leave it on the stand and turn off the switch, or, if using the wireless mike, turn it off.

Troubleshooting

The most important step is to familiarise yourself with the equipment BEFORE you are in front of your audience. If problems occur we suggest

- Shut everything down and restart in the steps suggested in these notes
- Shut everything down and restart but alter the order of the steps

If the projector bulb blows there is no quick fix short of moving to the other room and using the other equipment, which may not be an option.

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