

*These notes cover using the audio visual (AV) equipment in Blakeney Village Hall:
Projector, Screen, Tardis (the sound controller) with the DVD player or your own laptop or other device*

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1. Equipment

The hall has a powered projector screen, a *hidden* ceiling-mounted projector and audio-visual system, 'the Tardis', wireless microphone, DVD/Blu Ray player and a Hearing Induction Loop Amplifier. The Tardis uses the two speakers, one each side of the hall.

Other equipment such as the stage lights are the responsibility of the Blakeney Players.

The Tardis is inside the chair store (door on right-hand side of main hall after windows).

The Tardis is locked. The key is in the key safe on the wall to the left of the Tardis. You should have been told the code if you requested use of the AV equipment.

The following equipment is stored in the Tardis:

1. Projector lift remote control (lift up / down)
2. Screen remote control (screen up / down)
3. Projector remote control
4. 2 x **HDMI** cable & 1 x **VGA** cable
5. Audio lead with Jack plugs
6. Jack converter
7. Case containing Wireless Microphone set
 - a. Microphone
 - b. Base unit
 - c. Mains cable
 - d. Battery
8. DVD/Blu Ray Player & remote
9. 2 x Torches
10. Briefcase containing Film night equipment – it is locked.
It contains the dedicated Film night DVD Player, remote, HDMI cable and torch
11. Spare batteries: AA & AAA



2. Using the Tardis

In all situations the Tardis is used.

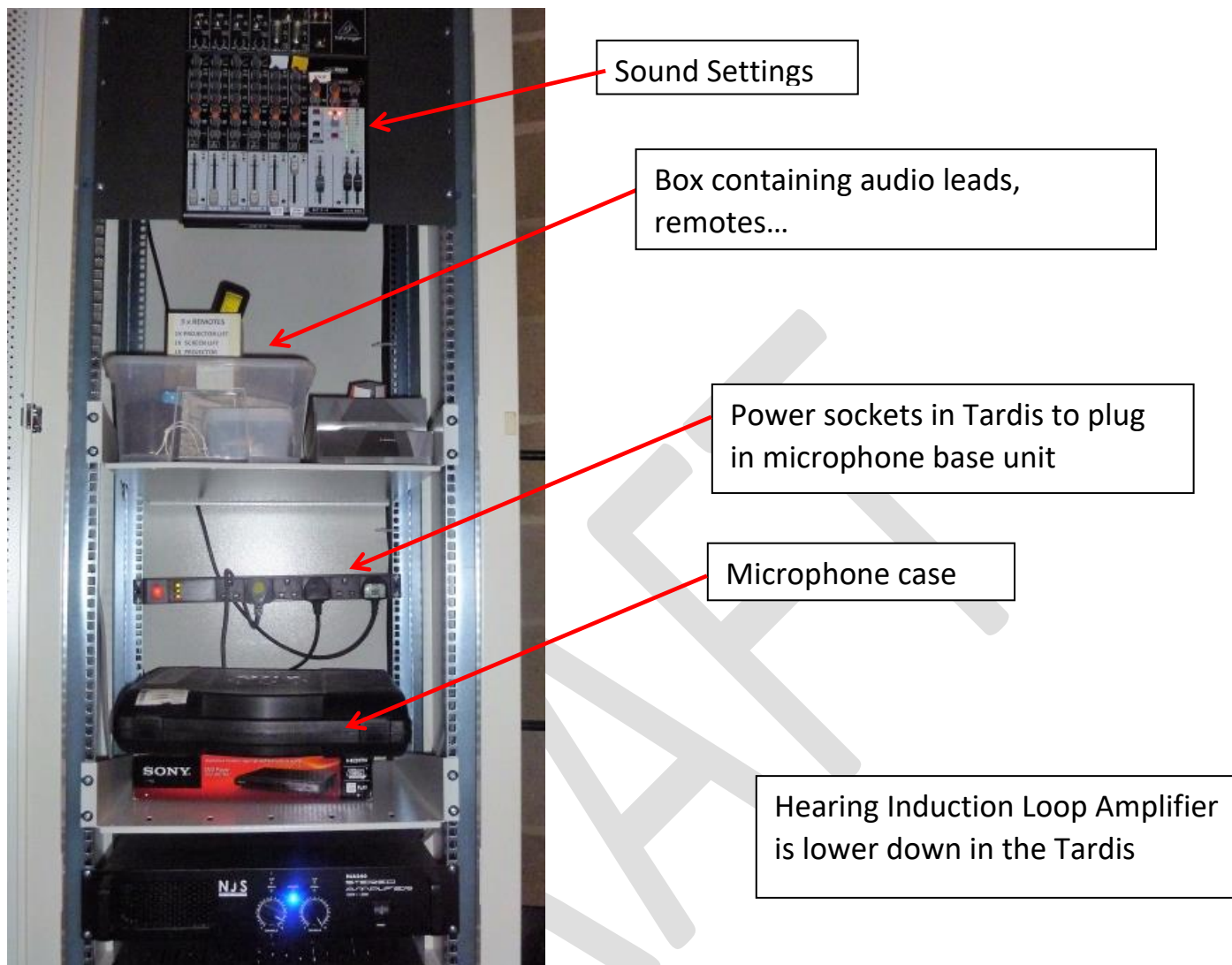


Figure 1: Tardis

1. **Switch on Tardis** - the switch is in the main hall to the left of the chair store between sockets below the HDMI/VGA connector.



Figure 2: Power For Tardis

2. Hearing Induction Loop Amplifier

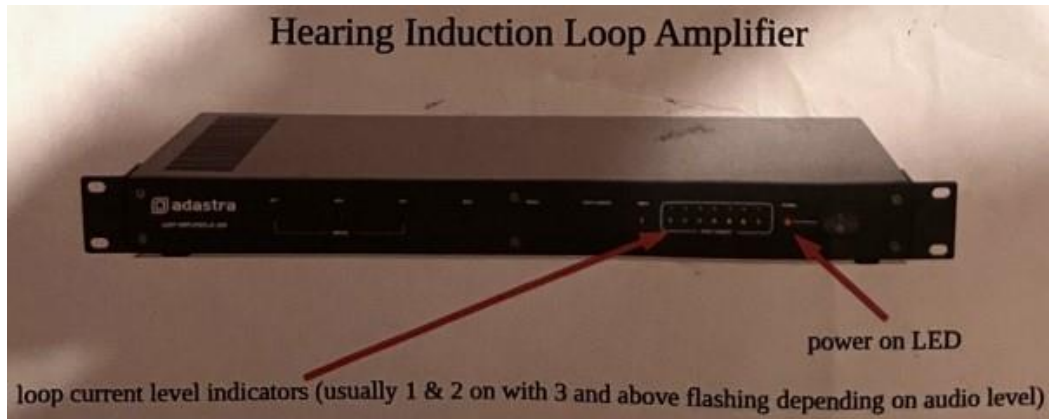


Figure 3: Hearing Induction Loop Amplifier

3. Check the sound settings are as follows (as a starting point)



Figure 4: Start position for Tardis settings

3. Using Hearing Induction Loop Amplifier

Please refer to the separate user manual for the Adastra LA-Series Loop amplifier.

4. Using Microphone

The microphone case is stored in the Tardis. See *Figure 1: Tardis* on page 2.

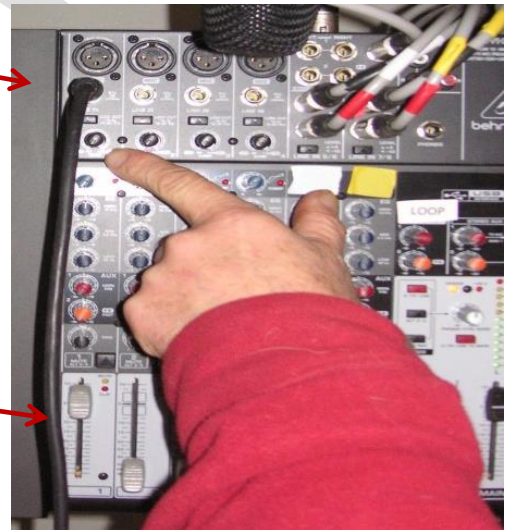
Wireless microphone case contains:

- a. Base unit
- b. Mains cable
- c. Battery
- d. Microphone



The Audio lead with Jack plugs from the Tardis is also needed.

1. Plug in microphone base unit to power socket in Tardis See *Figure 1: Tardis* on page 2
2. Use audio cable to plug base unit into sound board. i.e. one jack goes into sound board as shown. The other end of the cable plugs into back of base unit



Volume slide. Use with master volume slides to adjust volume

3. Put battery in microphone (there are spares in the Tardis). Please remove after use and dispose of flat ones
4. Switch on base unit and microphone. **Please** do not adjust tuning of microphone or base unit. It should now work adjust the volume using slides shown in Tardis
5. There is an on/off switch on microphone
6. Please return all as you found it after use

5. Using DVD player

1. Set up the Tardis as described in *Using the Tardis* on page 2
2. Lower the screen using the screen remote pointing toward screen
3. Lower the projector using the projector lift remote pointing towards projector lift
4. Use the DVD/Blu Ray player which is a standard consumer unit
5. Connect DVD Player to power and the HDMI socket using cables provided. **Please be careful when inserting (or removing) the HDMI cable as the socket is delicate**

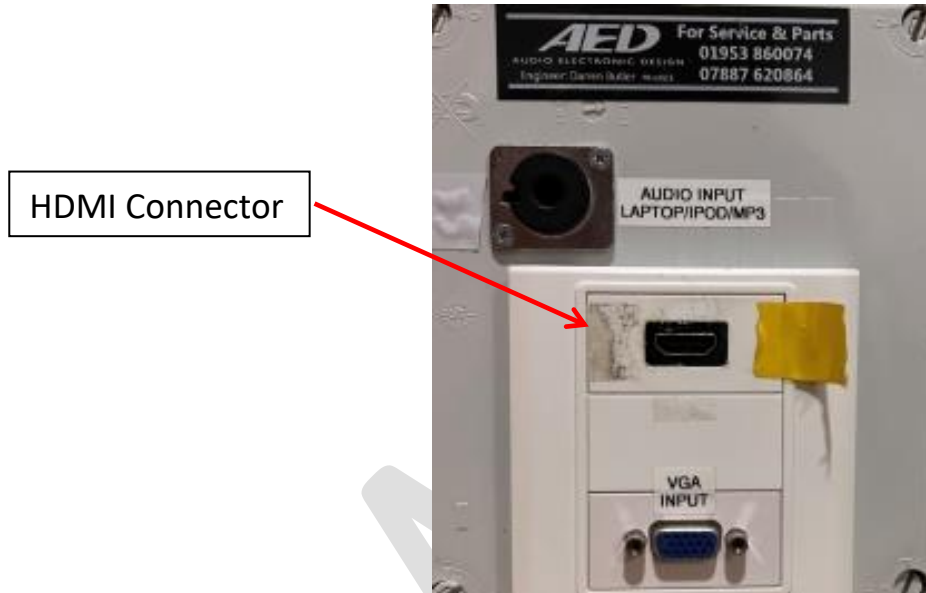



Figure 5: HDMI & VGA Sockets

[It is also possible to use a device such as a laptop that uses a VGA cable.]

6. Turn on projector using projector remote pointing at projector
7. Switch DVD Player on at wall and on the DVD player
8. Select HDMI 1 on projector, watching the screen to check all is well and follow instructions
9. Press *Eject* button 
10. Insert disc see '*disc loading*' on screen
11. Some discs bring up instructions on the screen. In this case use central circular array of arrows on DVD remote to scroll up, down, left or right pressing the centre to select the option you want, e.g. language selection sometimes with subtitle option, special features, play etc
12. If required, select **subtitles** on screen or use subtitle button on remote (only one of these options works with some discs)
13. To start showing press *Play*
14. On finishing follow *Packing away check list* on page 7

6. Using DVD player for Film Night

Check running time of film to calculate approx. time for interval – usually on box sometimes on disk.

1. Set up the Tardis as described in *Using the Tardis* on page 2
2. Lower the screen using the screen remote pointing toward screen
3. Lower the projector using the projector lift remote pointing towards projector lift
4. Set up the Tardis as described in *Using the Tardis* on page 2
5. In general the DVD player kept in the briefcase is used but on occasion the other DVD/Blu Ray player may need to be used for Blu Ray discs or a DVD incompatibility. Both DVD players are standard consumer devices
6. Turn on projector using projector remote pointing at projector
7. Connect DVD Player to power and the HDMI socket using cables provided. **Please be careful when inserting (or removing) the HDMI cable as the socket is delicate**

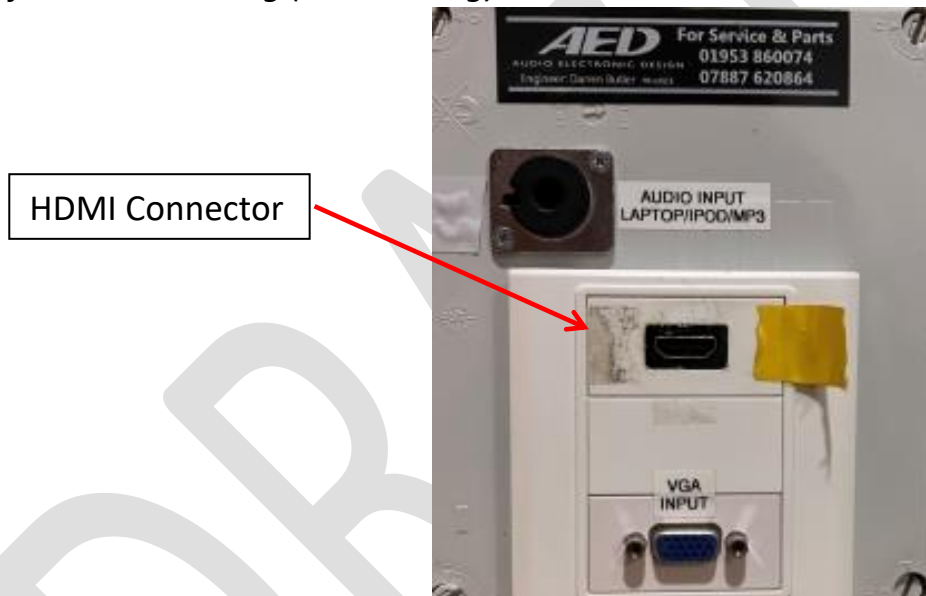



Figure 6: HDMI & VGA Sockets

[It is also possible to use a device such as a laptop that uses a VGA cable.]

8. Switch DVD Player on at wall and on the DVD player
9. Select HDMI 1 on projector, watching the screen to check all is well and follow instructions
10. Press *Eject* button 
11. Insert disc see '*disc loading*' on screen
12. Some discs bring up instructions on the screen. In this case use central circular array of arrows on DVD remote to scroll up, down, left or right pressing the centre to select the option you want, e.g. language selection sometimes with subtitle option, special features, play etc
13. Select **subtitles** on screen or use subtitle button on remote (only one of these options works with some discs)

14. Run the disc until the beginning of the film & play to check sound (adjust in Tardis if needed) rewind to just before start and press the *Stop* button, once only
15. To start showing press *Play* and it will resume where you stopped
16. For interval press Pause button once, at a suitable point then resume as before
17. On finishing follow *Packing away check list* on page 7

7. Packing away check list

Depending on equipment used not all these steps will be required.

1. **Remove DVD** and return to case. If film night return DVD to the film night organiser
2. **Turn off** and unplug DVD player
3. **Turn off** Tardis (switch by sockets in main hall)
4. **Turn off** projector. Press off button twice. Allow to cool before retracting the lift
5. If DVD/Blu Ray player used, replace in Tardis and put cables and remote back in general box
6. If film night equipment used, pack DVD player, remote & dedicated HDMI cable into briefcase and replace in Tardis
7. **Retract** screen
8. **Retract** projector
9. Put screen, projector lift and projector remotes in general box and replace in Tardis:
 - a. Check all knobs and sliders in Tardis are as in 'start' settings as shown in *Figure 4: Start position for Tardis settings* on page 3
 - b. Lock door of Tardis and return key to key safe being sure to scramble numbers

8. Troubleshooting & Comments

- **You don't have the code to enter hall**
Check booking instructions received.
- **You don't have the code to open key safe to get Tardis key**
Check booking instructions received. Please note you need to have hired the AV equipment to receive this code.
- **Tardis has no power**
Turn on power in hall. See *Figure 2: Power For Tardis on page 2*.
- **No Sound**
Check settings in Tardis. See *Figure 4: Start position for Tardis settings on page 3*.
Check the two blue jacks are plugged in. See *Figure 2: Power For Tardis on page 2*.
- **Projector not finding signal source**
Turn off device (DVD, laptop, ...) and turn on again. Still not working, try turning off device and projector. Then turn on projector followed by device. If not successful try different order: turn off projector and device and then turn on device and then projector.
- **Projector screen, projector lift, projector or DVD player not responding to remote**
Check using correct remote, pointing remote in correct direction or batteries okay.
There are spare batteries.

If you spot any errors or have suggestions on improving this guide please email webmaster@blakeneyvillagehall.org.uk.

**We hope you have a good time and your event goes well.
Thank You for taking care of our equipment.**