

The East Islip Public Library AV Manual

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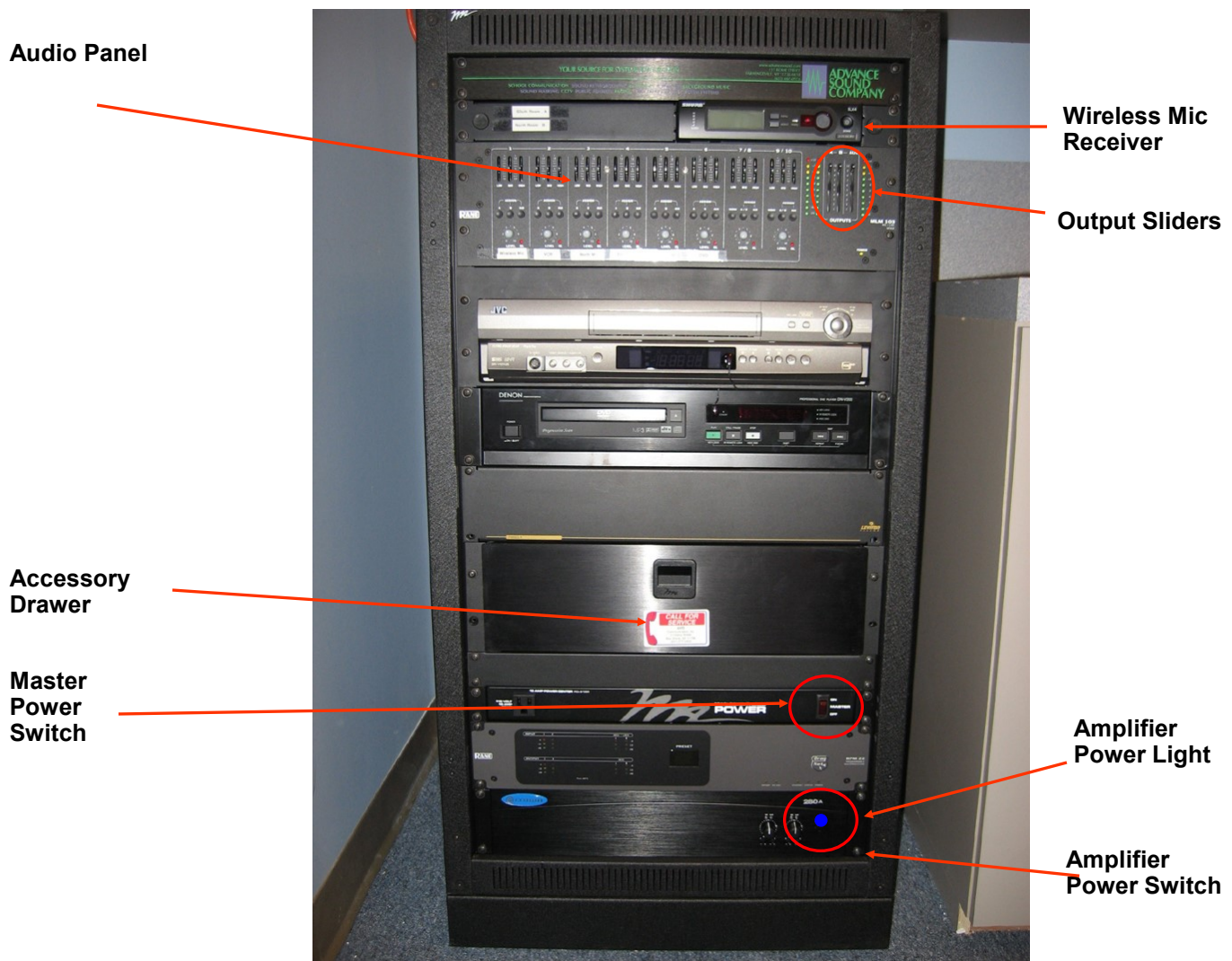
Using the Meeting Room Audio Visual System

The black console in the Pantry is the control center for the audio portion of the AV system in the upstairs meeting rooms. (See Figure 1) There is an accessory drawer in the console that contains supplies and three remote controls :

- the **Eiki** remote controls the projector that is mounted in the ceiling
- the **JVC** remote controls the VCR
- the **Denon** remote controls the DVD player.

In addition, there is a plastic container with various cables that can be used to connect equipment to the AV System.

Figure 1



Playing a DVD

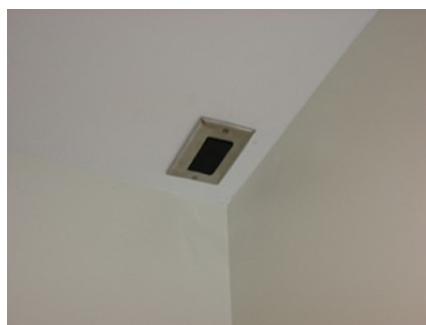
1. Turn the projector on using the **Eiki remote**. The remote must be aimed at the projector on the ceiling to change any of its settings. (See Fig. 2)

Figure 2



2. Turn the console master power on. (See Fig. 1) **Make sure the Power button on the bottom amplifier panel is also turned on.** There is a **blue indicator light** above this switch that will light when the switch is on.
3. Turn on the Denon DVD player. You can do this using the remote or the control buttons on the player. Insert the DVD.
4. On the audio panel (Figure 1), check the settings in the DVD section. Button A should be depressed to turn the audio on in the North Meeting Room. Button B should be depressed if audio is needed in the South Meeting Room. For audio in both rooms, both buttons should be depressed. The **volume** can be controlled using the DVD volume knob. The “Outputs” sliders on the right side of the panel should be set at “10.”
5. The DVD player can be controlled from the North Meeting Room by aiming the **Denon** remote control at the infrared receiver on the ceiling in the corner of the room. (See Fig. 3.)

Figure 3



Playing a DVD (con't.)

6. If video is not being projected, it may be necessary to change the input setting of the projector using the **Eiki** remote. This is accomplished by pressing the “Source” button on the remote. (See Fig. 4) and navigating through the input menu being projected on the screen. (Fig. 5).

Figure 4



Figure 5



7. Scroll through the settings to “HDMI1” using the arrow keys on the remote. Hit “Enter” key in center.

Playing a Videotape

1. Turn the projector on using the **Eiki** remote. You must aim this remote at the projector.
2. Turn the console master power on. (See Figure 1) ***Make sure the Power button on the bottom amplifier panel is also turned on.*** There is a blue light above this switch that indicates it is on.
3. Turn on the JVC VCR. You can do this using the remote or using the control buttons on the player. Insert the videotape.
4. On the audio panel (Figure 1), check the settings in the VCR section. Button A should be depressed to turn the audio on in the North Meeting Room. Button B should be depressed if audio is also desired in the South Meeting Room. For audio in both rooms, both buttons should be depressed. The volume can be controlled using the VCR volume knob. The “Outputs” sliders on the right side of the panel should be set at “10.”

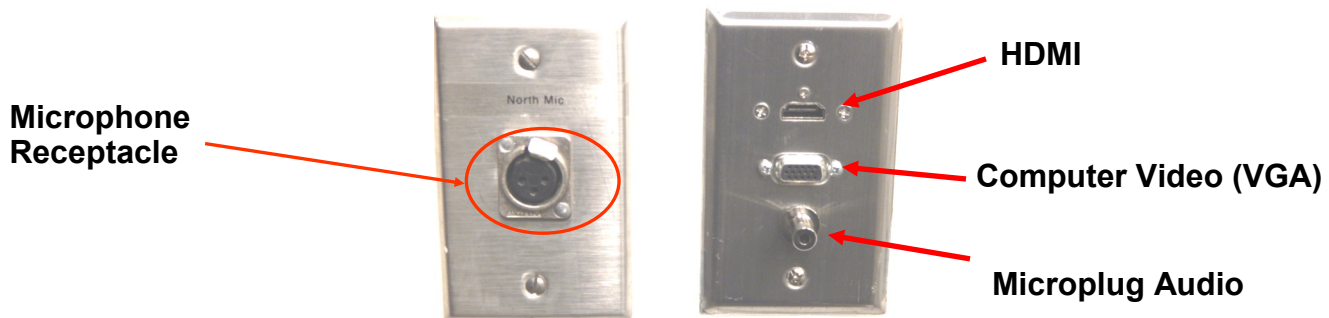
Playing a Videotape (con't.)

5. The VCR player can be controlled from the North Meeting Room by aiming the **JVC** remote control at the infrared receiver on the ceiling in the front corner of the room (See Figure 3).
6. **If the image is not being projected**, it may be necessary to change the input setting of the projector using the **Eiki** remote. (Refer to step 6 of "Playing a DVD" section). For videotapes the "Composite Video" setting should be selected.

Using the Plug-in Microphones

1. Plug a corded microphone into the receptacle located in the front corner of the North Meeting Room or the side wall in the South Meeting Room. (See Figure 6)

Figure 6



2. On the audio panel (See Figure 1), adjust the microphone controls. The section labeled "North Mic" controls the microphone plugged into the receptacle in the North Meeting Room. For audio in the North Meeting Room only, depress button "A." For audio in both rooms, both "A" and "B" should be depressed. When using a microphone plugged into the South Meeting Room's receptacle, the controls in "South Mic" section should be used. Make sure the "Outputs" sliders on the right side of the panel should be set at "10."

Using the Wireless Microphones

1. The wireless microphones are kept in the AV cabinet drawer in leather cases. Only one wireless microphone can be used at a time. The microphones should be stored with their batteries (AA) removed. The batteries are installed at the bottom of the microphone under a cover that can be unscrewed.
2. Turn the microphone on by pressing the power button on the microphone. Turn the wireless receiver on. This is located at the top of the console. (See Figure 1). Make sure the Group and Channel sections of the microphone match those on the receiver. (See Figs. 7 & 8). The receiver will not pick up the microphone if these settings are different.
3. If the Group and Channel settings need to be changed on the microphone, hold down the "Select" key until the Channel number disappears and the Group number starts blinking. Press the select button until the microphone is set to the desired Group number. To set the Channel number hold down the Select key a little longer and the Group number should disappear, allowing you to set the Channel number. Let go of the Select button and these settings will be held.
4. On the audio panel (see Figure 1), the section labeled "Wireless Mic" controls the output of the wireless microphone. For audio in the **North Meeting Room only, depress button "A."** For audio in the **South Meeting Room only, depress button "B."** For audio in both rooms, both button "A" and button "B" should be depressed.

Fig. 7 - Wireless Microphone Receiver



Fig. 8 - Wireless Microphone



Connecting a Computer to the AV System

1. A computer's video can be projected by plugging its video cable into the wall jack in the North Meeting Room. (See Figure 6) Either the HDMI jack or the VGA jack can be used. **The HDMI connection is recommended** as it will provide higher quality video and will also input audio to the AV system. The audio will be controlled through the VCR/HDMI section on the AV cabinet.
2. Once connected, adjust the projector source to the appropriate setting using the **EIKI remote control**, if necessary. (Refer to step 6 of "Playing a DVD" section). For the HDMI jack, select "HDMI2." For the VGA jack select "VGA1."
3. **In the event that sound is not working with the HDMI connection**, check the audio box attached to the wall in back of the AV cabinet. It should display one red light only. Press button on box to reset. See page 14 for more information.

Computer Audio Using VGA Video Input

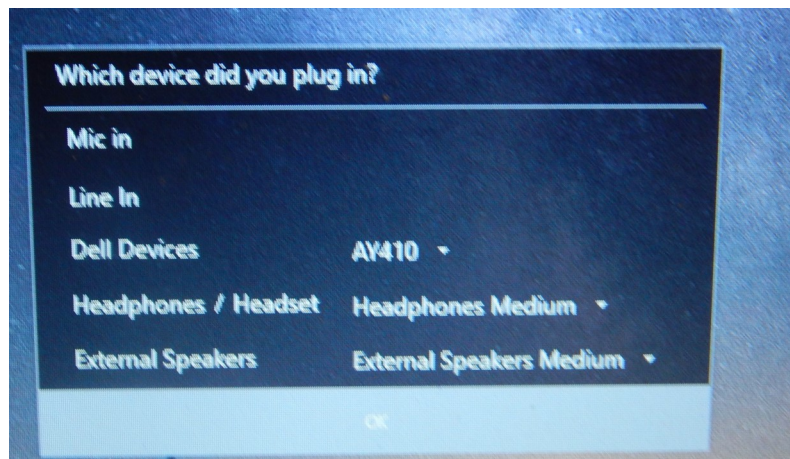
If computer audio is desired when using a VGA connector, connect a microplug cable (In plastic cable container.) from the computer headphone jack to the microplug wall jack. The audio will be controlled through the Computer section on the AV cabinet. The computer's volume setting should be set very low to eliminate interference and distortion.

If distortion or noise can't be eliminated using Step 3 try connecting the adapter cable in the bin from the computer headphone jack to the audio jacks on the front of the AV system's VCR (There is a specific cable for this in the cable box). Use the VCR remote or the selector wheel on the VCR to set the VCR's channel to "F-1." On the audio panel (Figure 1), check the settings in the VCR section. Button A should be depressed to turn the audio on in the North Meeting Room. Button B should be depressed if audio is also desired in the South Meeting Room. For audio in both rooms, both buttons should be depressed .

Attaching Portable Speakers to the Library's Laptops

Dell 5570

1. Plug speaker jack into port on side of computer. The sound control pop-up box will appear on computer.
2. Select "External Speakers" or Headphones when asked "Which device did you plug in?" Click OK



Cart A - Laptop and Viewsonic Projector

1. The VGA (video) cable from computer should be connected to the “Computer 1” port on the back of the Viewsonic Projector. (See Fig. 11) Alternatively, you can use an HDMI cable to connect from the computer’s HDMI to the projector.
2. After turning on the projector the Viewsonic will sense the computer if set to Auto. To set the input manually, hit “Source” button on the top of projector (See Fig. 12) Toggle through the input sources that are projected on the upper left of the screen. Select appropriate choice and hit the “Mode/Enter” button.

Fig. 11

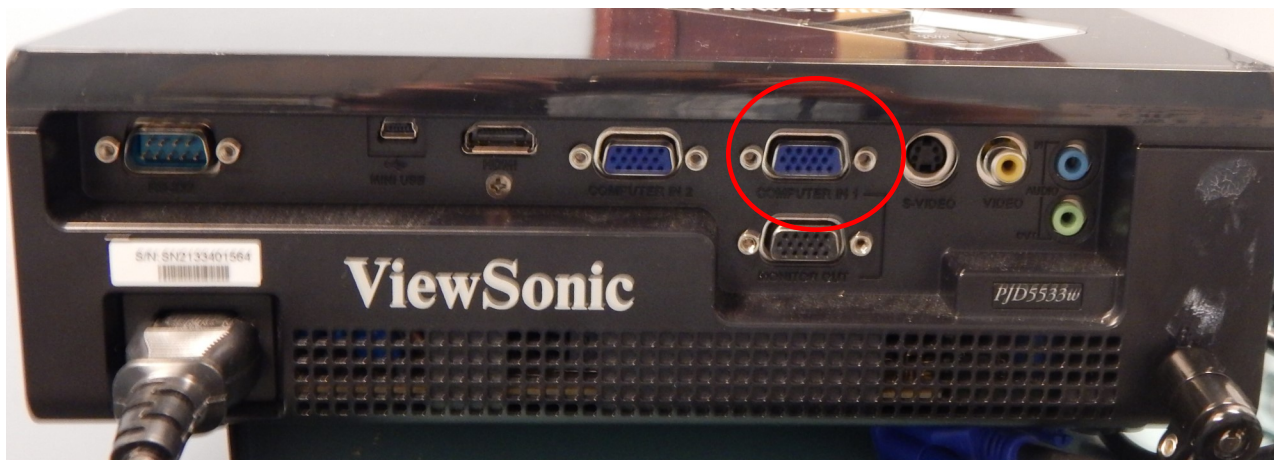
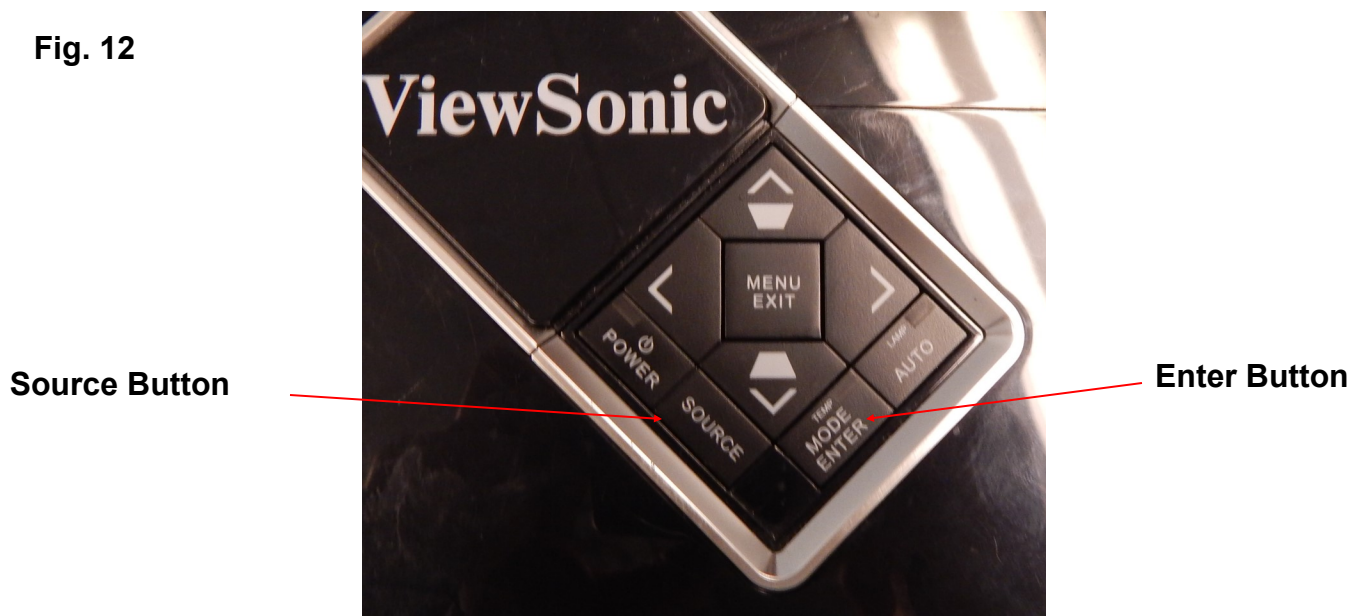


Fig. 12



Cart B - DVD and Optima Projector (Children's Dept.)

1. Connect yellow connectors of 3 wire RCA cable to "Video" jack of Yamaha DVD player (Fig. 13) and "Video" jack of Optima projector (Fig. 14).
2. Connect yellow and black connectors of audio adapter to audio jacks of Yamaha DVD player (Fig. 13) and the small right angle plug to the "Audio In" jack of the Optima projector (Fig. 14). To use external speakers connect green speaker plug into "Audio Out" jack of Optima projector after completing above connection.
3. DVD player should be recognized automatically by the Optima projector. Use Source button on to navigate to "Video" if not. (Fig. 15)
4. To adjust volume select Menu button on Optima projector (Fig. 15) and navigate to audio tab (projected on screen, Fig. 16) with right and left arrow keys. Use up and down arrow keys to navigate to volume. Adjust the volume with the left and right arrow keys. Press Menu again to exit.

Fig. 13 - Yamaha DVD Player



Fig. 14 - Optima Projector



Cart B - DVD and Optima Projector (con't.)

Fig. 15—Projector Controls

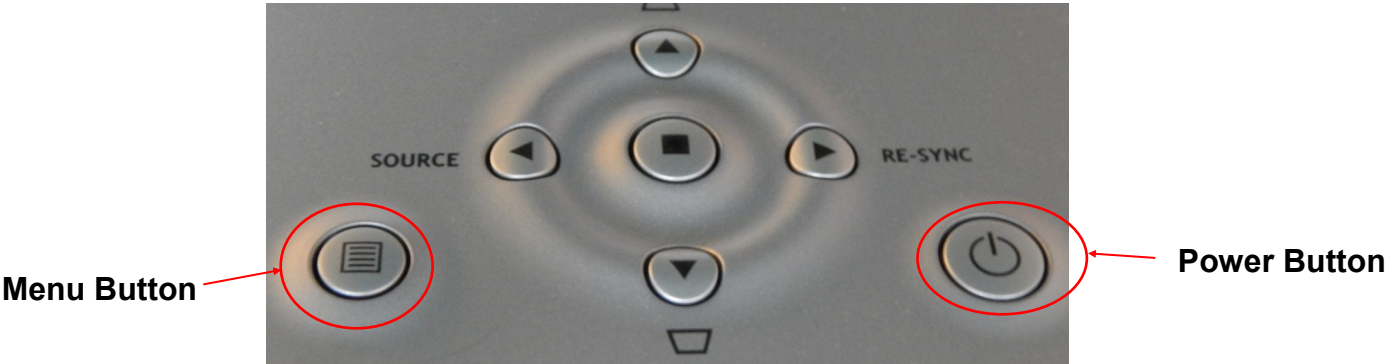
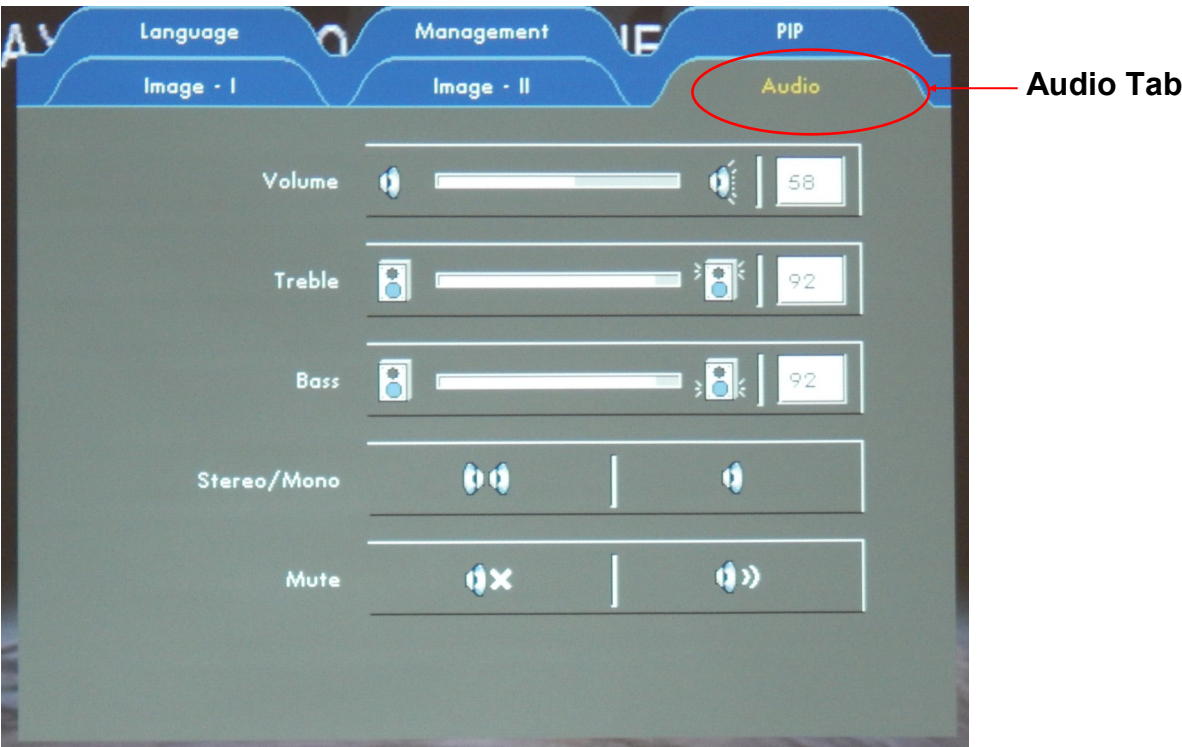


Fig. 16—Projector Menu



Cart C - Laptop and BenQ Projector

1. The computer can be connected using a VGA (video) cable or an HDMI cable to connect from the computer's HDMI to the projector.
2. After turning on the projector the BenQ projector will sense the computer if set to Auto. To set the input manually, hit "Source" button on the top of projector

Fig. 17



Troubleshooting

No Audio

1. Make sure the "Outputs" sliders on the right side of the AV panel are not set too low. (See Fig. 1)
2. Make sure the blue light on the bottom of the AV cabinet is lit. If not press the amplifier power switch in the lower right hand corner. (Fig.1)
3. Check the A/B room selector switch and volume control on the AV cabinet's audio panel in the appropriate section for the device you are using. Depressing these switches turns the audio on in the corresponding room and the volume knobs control the volume for that device.
4. Check the audio (volume) settings on the input device, if applicable.
5. If using the HDMI 2 port in the wall check that the audio extractor on the wall behind the AV cabinet is set correctly. See page 14 for more information..

No Video

1. Check that the projector is on and it's bulb is lit.
2. If video is not being projected, it may be necessary to change the input setting of the projector using the Eiki remote. This is accomplished by pressing the "Source" button on the remote and navigating through the input menu being projected on the screen. (Fig. 4 and 5 on pg. 4).
3. When projecting a computer's video, check the projection setting which usually can be found in the "Display" area under "Settings."
4. Try using a different cable to connect the device to the projection system.

PowerPoint - Slide Show Will Not Project

In PowerPoint under the Slide Show tab, there is a check box to the right that says **"Use Presenter View."** This setting can cause Slide Shows to freeze up when projected with our system. Uncheck this box and restart the computer.

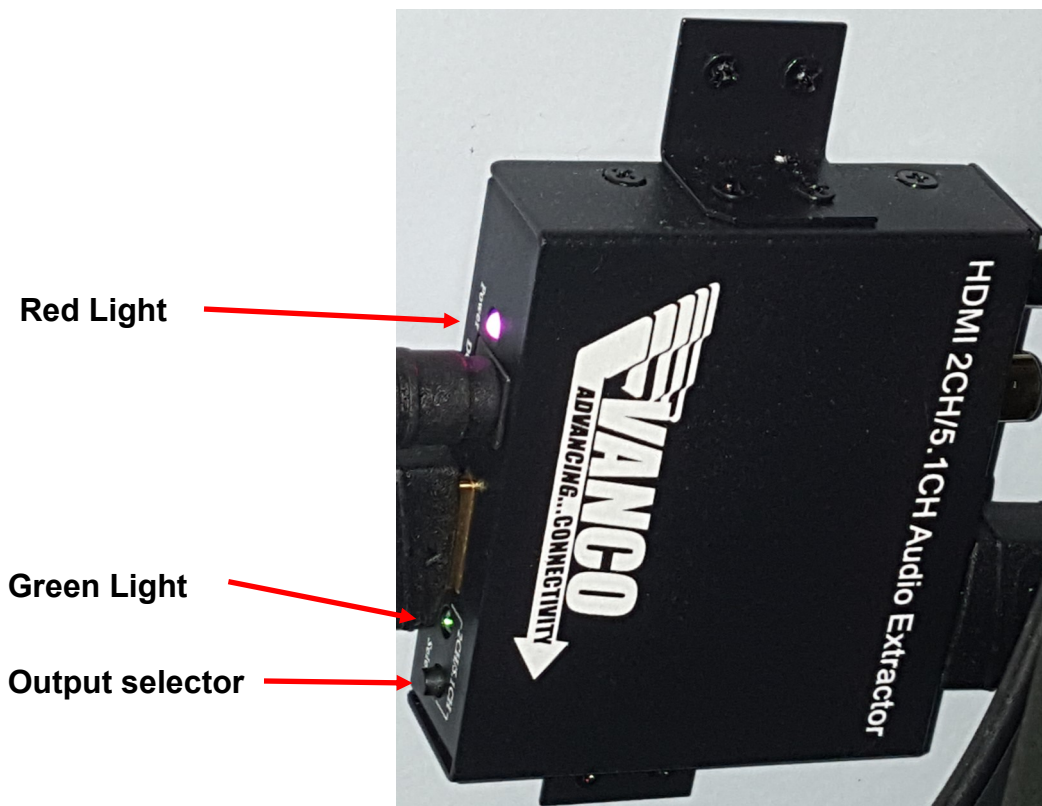
Troubleshooting (con't.)

HDMI 2 Audio and the Vanco Audio Extractor

The HDMI port on the North Meeting Room wall connects directly to the Vanco Audio Extractor, which is mounted on the wall behind the left hand side of the AV cabinet. This unit separates the audio and video, sending the audio signal to the "VCR/HDMI 2" section of the AV unit and the video signal to the HDMI 2 port of the projector.

The Vanco unit has two audio outputs but we only use one of them. In order for the correct output to be selected, the red light on the unit must be on and the green light off. (See the attached photos.) If the green light is on, press the button next to it to change the output to the proper setting.

The only time the setting should need to be changed is if the power goes out and it resets itself.



Theatrical Lighting Instructions

Terminology

Monster DMX: Lighting Console

Matrix: Wall Mounted Unit (to the left of the Pantry Door)

XLR Cable: cable with a large round connector

1. In the Pantry (left-most) cabinet doors, you will find the Monster DMX console, the XLR cable, and the Power cable (on the bottom shelf).
2. Take all three out. Plug the power cable into the back of the Monster DMX console and into the outlet on the wall, to the left of the Matrix Unit.
3. Plug the XLR cable into the back of the Monster Console and into the bottom of the Matrix DMX Unit on the wall (DMX IN).
4. Turn on the console in the back.
5. Turn on the Matrix (bottom left side).
6. Press (1) on the top left of the Monster console.
7. Press MENU on the Matrix Unit until either Chanel (1) or Chanel (4) comes up.
8. Using Chanel (1), switch (1) controls all 6 lights.
9. Using Chanel (4), switches one through four will control the lights.
10. The switches allow you to adjust the lighting from bright to low or off.

The complete Instruction Manual for this system is in the Princeton File on top of the main AV console with all of the other instruction manuals.

There are plastic gel squares in different colors. These squares can be changed out on the light fixtures, using a ladder. The director will arrange for any changes to be made to the color in advance.