



# AV & Multimedia System Users' Guide

Please **fully read through these entire instructions well in advance** of the day you will be making your presentation. It is a good idea to do a test run through the process to ensure the equipment is working properly.

## Getting Started - *Things to Know*

If making a presentation in the in the Multi-Purpose Room, you will need the following items:

- A classroom key to get into room 224
- Keys to the AV cabinet (see Mr. Turso)
- A Laptop computer
- VGA + Audio cable (video cable)
- Microphone
- NEC Projector Remote control
- AA Batteries (2)
- Extension Cord

## The AV Cabinet Items

The following items are stored in the AV cabinet in room 224.

**Microphone** - The long black Sennheiser Mic that says **Main #1** on it is the **ONLY** mic that will work with this system. All other mics are for use with the mixing board and more complicated to work with. It should ALWAYS be RETURNED to the AV cabinet in room 224.

Note: the mic may need fresh batteries. When you turn the mic on, check the battery level on the display. It takes 2 AA batteries. There should be extra batteries in the AV cabinet. If not, room 308 should have some).

**VGA cable** - (also referred to as a video cable) If you will be playing a video or presentation through a laptop with sound, you will need the special 25 ft. long **VGA + Audio Combo Cable**. If only doing a presentation without sound, you can use a regular VGA cable. It should ALWAYS be RETURNED to the AV cabinet in room 224.

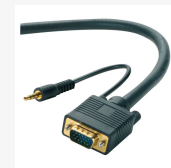
**NEC Projector Remote control** (this is needed to turn on and off the projector) – It should ALWAYS be RETURNED to the AV cabinet in room 224.

**AA Batteries**

**Extension Cords**



Microphone



VGA + Audio Cable



NEC Projector Remote Control

## Setting Up the System and Making the Connections

1. **Lower the Screen for the Projector** - You will need the screen control key. This is on the key ring along with the AV cabinet key. See Mr. Turso. The following controls are located on the right side of the stage.



This is the control to lower and raise the screen. Use the screen control key.

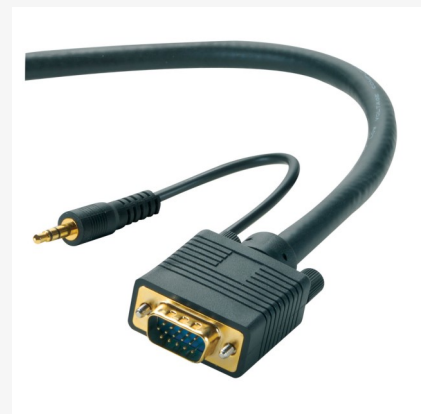
2. **Connect the laptop to the VGA & Audio connection box.**

If you will be playing a video or presentation through a laptop with sound, use the long VGA + Audio combo cable. Each of its 2 end connectors looks like the picture below. The sound will come out of the smaller external speakers on either side of the projector.

- (Note: if you are NOT playing audio through the laptop, you can use a regular VGA cable).
- If you need to plug the laptop in to a power source, you will need an AC adapter/charger and an extension cord to reach the power outlet).

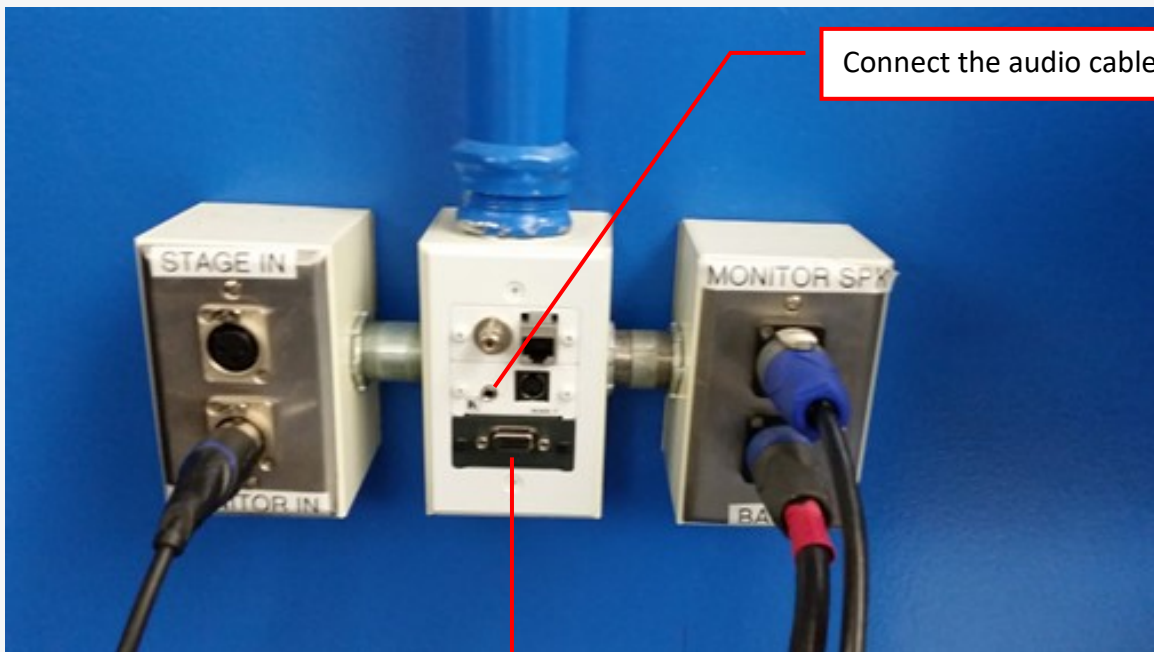
### VGA + Audio Combo Cable

The larger connector is the VGA for video and the smaller is for the audio. Plug one end securely into the VGA and audio ports on the laptop and the other end to the input ports on the connection box (see picture)



VGA + Audio Combo Cable

### The VGA & Audio Connection Box



Connect the audio cable here.

Connect the VGA cable here.

### Connecting a Windows Laptop

The VGA port on a Windows laptop looks like the image circled in red below:



Audio Port

VGA Port

The port could be on either side or along the back side of the laptop depending on the make of the computer. The audio out port should be close the VGA port.

## Connecting a MAC Laptop

(Note: Mac Books do not have VGA ports built into them. You will need a VGA adapter that connects to the Mac's thunderbolt port. The Help Desk has these if you need one).

### Mac VGA & Thunderbolt Adapter



## Turning On the Projector

Use the NEC remote control. **ONLY** press the power button. The projector is already setup to connect to whichever PC or device you plug into the Wall VGA input box.



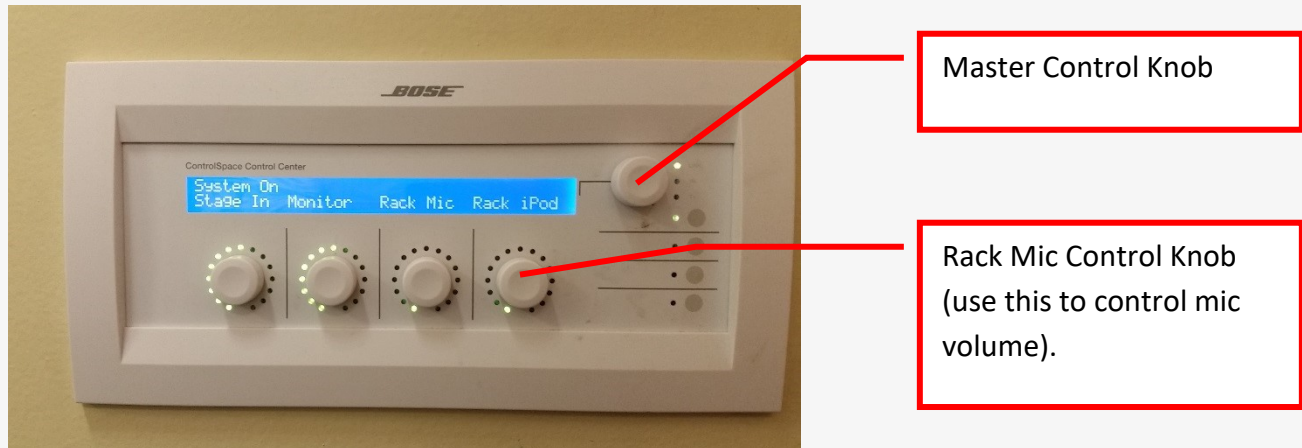
## Turning on the Microphone

Press and hold for a few seconds, the red power button located near the base of the mic. *(Note: if you need to replace the batteries, twist the mic at the line just above the display screen).*



## Adjusting the Volume

Use The Audio Control Panel to Adjust the Microphone Volume (located on the wall next to the AV cabinet in room 224).



Turn the **Master Control Knob** until “**System On**” is showing on the display screen. Then **press** the Master Control Knob to turn on the system power. When the system is on, the \* should go away. Use the 3<sup>rd</sup> Rack Mic Knob to control the volume.

### Four Individual Audio Control Knobs

1. Stage In - XLR input for the Mixing Board.
2. Monitor - controls the small stage monitor plugged into the monitor input box near the stage.
3. Rack Mic - (pictured above) THIS is the volume control for the Main wireless mic #1.
4. iPod - controls the volume for an iPod/phone/music device plugged into the audio cable above this control panel.

## Returning and Securing Equipment When Finished

When you are finished with the room RETURN ALL ITEMS to their proper storage place. **DO NOT LEAVE LAPTOPS, MICROPHONES OR SPECIAL CABLES IN THE MULTI-PURPOSE ROOM.** They will get lost and are expensive. Return items to either rooms 224 or 308 Tech Office. Lock all other loose items in the AV cabinet.

**ESPECIALLY IMPORTANT** – make sure to **return the NEC projector remote control to the AV cabinet!** If this gets lost we **WILL NOT** be able to use the projector at all. Return AV cabinet keys to Ms. Liquori.