

STOCKBRIDGE TOWN HALL AUDIO VISUAL EQUIPMENT

LAPTOP INPUT CHECKLIST (IN ACTION ORDER)

(Please refer to the more detailed Guidance Note B for full instructions)

Action	Where	How
SETUP		
1. Turn on the AV system at the Master Switch	Equipment Store	(move chairs!)
2. Decide where you are going to plug the laptop in	a) at the front of the hall by the stage (PC1) or b) at the rear to the right of the window (PC2)	
3. Lower the screen	Switch on left side of stage or remote control in the corner cupboard	Down arrow to lower screen. Up arrow to raise at the end
4. Switch on the Projector <i>(Do not touch any other menu buttons on the remote!)</i>	Remote control in store in a wall holder opposite the equipment rack. Projector ceiling mounted in the hall	Press Red ON/OFF button while pointing at the projector
5. Select the input source on the Kramer Switcher to match location chosen	In the equipment rack	Select PC1 or PC2 (see 2)
6. Get the STH HDMI lead and plug it into your laptop	Kept inside the wall safe in the equipment store	Code 01264# to open safe
7. Plug the other end of the HDMI lead into the HDMI socket	PC1 is behind the left side of the stage proscenium. PC2 is below the corner cupboard	
8. Set your PC to display as 'duplicated' (PC and Screen) or just on the screen (ie not on laptop)	Press the Windows Key and P at the same time	Select the option required as displayed
<i>You should now be ready to use the equipment (PTO)</i>		

Action	Where	How
CLOSE DOWN		
9. Switch OFF the Projector	Remote control in store 	Press Red button while pointing at projector. Use left 'circle' button to confirm on-screen instruction and then press centre <i>Enter</i> button
10. Raise the screen	Switch on left side of stage or remote control in the corner cupboard	Up arrow to raise the screen which stops automatically
11. Unplug the STH HDMI lead and from your laptop and put away 12.	Put inside the wall safe in the equipment store and lock the safe	Close safe door and turn knob to right until it clicks shut
13. Turn off the AV system at the Master Switch	Equipment Store behind chairs	May need to move chairs if they have been put back already!