



INSTRUCTION SHEET D

AUDIO INPUT

Please follow the instructions below to use the equipment correctly.
Ensure you have appropriate leads to use with your audio equipment
as these are not supplied.

Turn on the system

1. Switch on the (marked) AV Master Switch below the rack in the equipment room / chair store at the rear of the hall. You may need to move the chair stacks to reach this switch.



Select operating location in Hurford Hall

2. You can plug in an audio device (e.g. ipod, ipad, MP3 player, mobile phone) using an audio cable plugged into one of two locations:-

a) Via the black faced socket on the left side of the stage behind the stage curtains ("**ipod Input**")



b) Via **audio cable** using the input source inside the white wall cupboard at the rear right hand side of the Hall. There should be an audio cable already plugged into this socket or below the control box



c) Using **Bluetooth** (wireless connection)

On your smart device enable Bluetooth in your *Settings* then pair **TP-**



Link_Music in the list of found devices. If you have a NFC equipped Android device enable *Near Field Communications* in *Settings* then place the back of your device against the NFC tag located to the right of the small cupboard doors in the corner (wall to the right of the rear window).

Turn the Music Selector switch inside the cupboard to setting **C** (see 3 below).

Controlling the Volume

The audio control panel is inside the white corner cupboard at the rear of Hurford Hall.

3. If using the stage "iPod" input source (see **2a**).



Music Selector control knob

Turn the knob to point to setting **B** which then controls the volume of audio input sound (setting **A** is for sound via the ceiling projector)

Music Level control knob.

Turn to adjust the sound to the desired level.
(NB the knob on the far right hand side is for the volume control of radio microphones- ignore if not using)

4. If using the **Local Audio Control** input source (see **2b**).

Power button

Turn on the power by pushing the button (blue light comes on).



Volume control knob.

Turn to adjust the volume to the desired level

Tone control knob.

Turn to adjust the tone to the desired level.

5. If using the **Bluetooth source** (see **2c**)
Control the play volume using your device (e.g. phone/tablet) volume controls

Closing Down

6. Remove your audio input device and any cables of your own you may have used
7. Turn the Music Selector knob back to setting A
8. **Please ensure the system is turned off at the AV Master Switch below the rack in the equipment room (see para 1).**