

# AUDIO VISUAL EQUIPMENT OVERVIEW

*Detailed guidance notes on each type of use are available on request*

## Overview



The integrated system in Hurford Hall enables sound and/or video to be processed. All amplified sound sources are automatically fed into the induction loop system. The equipment controlling the system is located in a rack in the small room at the rear of Hurford Hall. The master switch to turn on the system and associated sockets is located below the

equipment rack.

## Video

The system accepts **video** (and associated sound) which can be projected on to the cinema screen from:

- a) A PC computer using either HDMI or VGA/audio cables at input points at the rear of the hall and on the stage or
- b) Blu-ray, DVD and USB sources using the Blu-ray player located at the bottom of the rack in the equipment room.



## Sound

The system accepts **audio** from:-

- a) Audio cables at the input points at the rear of the hall or stage
- b) Devices linked wirelessly to the system using Bluetooth
- c) Blu-ray Disk, DVD, CD and USB memory stick sources using the Sony Blu-ray player located at the bottom of the rack in the equipment room.
- d) Stockbridge Town Hall's wireless radio mics
- e) Any mic plugged into a mic socket at the input points at the rear of the hall or stage

*Audio can also be picked up downstairs in the Barham Room by turning up the loudspeaker switch behind the door in that room (when there is any available sound being amplified).*

## Switching input sources



Input to the projector can be switched from one source to another via the **Kramer HDMI Switcher** inside the equipment room rack.

Sound input (eg music) via audio cable is controlled by switches inside the small cupboard in the corner to the right of the rear window. Audio via Bluetooth is controlled via the volume control on the user's device.

## Detailed instructions for use – inputs

Separate **instruction sheets** are available for each use required:-

- a) **Microphones** (hand held and clip on)
- b) **PC/Laptop** for presentations or playing films **to Projector**
- c) **Disk** or USB memory stick input source to **projector**
- d) **Audio** only

## Useful Reference information

| Item                                                                  | Location                                                                                                                             | Type of input                                         | Input Name on socket and Kramer switcher          |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------|
| 1. Input source via PC *                                              | White socket at the rear of the LHS stage front                                                                                      | HDMI or VGA/audio                                     | PC1                                               |
| 2. Input source via PC *                                              | White socket below the white cupboard in the rear corner                                                                             | HDMI or VGA/audio                                     | PC2                                               |
| 3. Input source via PC *                                              | White socket just below the rack in the equipment room                                                                               | HDMI only                                             | Aux                                               |
| 4. Input from disk or USB memory stick                                | Sony Blu-ray player in the equipment rack.                                                                                           | Blu-ray disk<br>DVD<br>CD<br>USB memory stick         | DVD                                               |
| 5. Input source for audio<br>e.g. MP3 player,<br>tablet, mobile phone | Black socket at the rear of the LHS stage front                                                                                      | Audio input socket                                    | Can be used in independently of the above sources |
| 6. Bluetooth Audio                                                    | On top of the equipment rack in the store room but should pick up the signal from anywhere in the hall when the master switch is on. | Cordless link to the Bluetooth system (TP-Link_Music) | N/A                                               |

\*or e.g. a portable DVD player using a HDMI cable

### Audio Control (top right inside the white cupboard at rear of hall)

The unit enables control of the microphone volume levels and to adjust the selected source and sound volume:-



A=projector or laptop source (items 1-4 above)

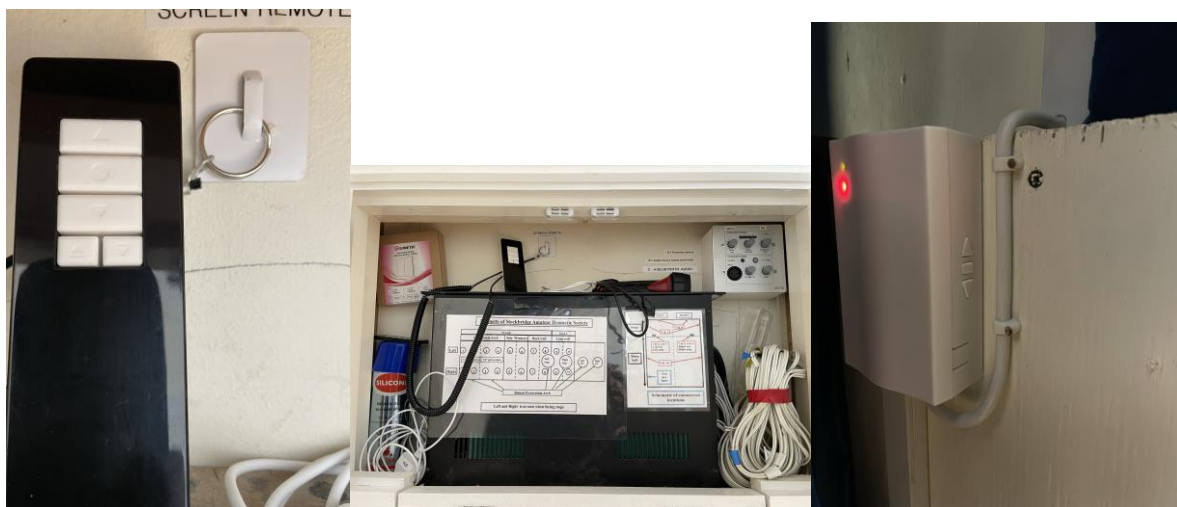
B= Audio input only (5 above)

C= Bluetooth audio source (volume controlled via the device being used)

### Screen

The screen can be lowered and raised via either of two sources:-

- 1) A remote control fixed in the small cupboard at the rear of the hall. Press the large button showing the down arrow to lower and the up arrow to raise.
- 2) A fixed switch located immediately behind the left hand side of the stage proscenium



*NB When lowering the screen it will stop automatically fully down in the correct place for the projected image.*

### Access to Equipment

Entering the **access code** that you will have been supplied with to open the safe on the wall below the equipment rack in the side store to obtain the microphones and HDMI cables (by in the small safe underneath the rack. The key to open the equipment rack is on an inside hook on the right hand side of the safe.

**Depending on the type of input you intend to use additional detailed instructions can be found in the following guidance notes:**

- A Use of microphones
- B Laptop input to Projector
- C Disk Player input to Projector
- D Audio input