West Lavington village hall

PA & Projector operation instructions

# Conditions of use

Children under 16 years may not switch the system on or off as it requires access to the stage side

The correct steps must be used to access the stage and the lights must be used

# To operate the projector

On the small control box on the right hand side of the stage on the wall. Press the ON button. The screen will lower and the projector will switch on.

To select HDMI or VGA connection press the appropriate switch on the box.

Once the projector has come on plug in your laptop/computer. The system will detect the input and display your screen. Please allow the system up to 2 minutes to detect the connection.

If your screen is not displayed.

1. Press the HDMI or VGA button again
2. Press the off button, wait for the screen to close and the projector to switch off and start again

To switch the system off press the OFF button on the white box. The screen will raise and the projector will switch off once it has cooled.

# To operate the PA system

The PA system is switched on and off by the isolator on the wall next to the projector control box

To use the wired microphone plug it into the large jack socket on the panel immediately above the on/off switch

To play music connect your device by a 3.5mm jack lead and plug into the smaller jack socket on the panel immediately above the on/off switch. Adjust the music volume with your device. You cannot make it louder by fiddling with the amplifier, please keep in mind it’s a PA not a disco.

To play music via Bluetooth, make sure the PA is on, then with your device in discover mode connect to device X168. There is no password, once connected when you activate any music or streaming service on your device your music will play through the microphone system. As it uses the microphone feed it is not as loud as the wired connection, to maximise the volume use the 3.5mm jack lead as described above.

To use the wireless microphones switch the microphone on and use it. If the red low battery light comes on the batteries will need to be replaced.

There should be no need to make any adjustments on the amplifier system

**Fault Finding Guide**

The projector and the screen operate independently to the PA system. They are not linked in any way

1. Check power is on. There are three power plugs on the stage next to the PA rack. One is for the PA and is clearly marked PA Only. There are two plugs for the projector also clearly marked, both these sockets should be switched on.

**PA System Fault Finding**

1. Check that the PA system is on. The on/off switch is located on the right hand side of the amplifier. The amplifier is on if the power light is lit
2. Check that the wireless microphone receiver is on, the on/off switch is on the receiver. The receiver is on if the front panel is illuminated
3. There are three inputs
	1. Input 1 is the wired microphone and should be turned up to number 7
	2. Input 2 is the wireless receiver and should be turned to number 4
	3. Input 6 is the music feed and should be set on maximum, fully clockwise
4. The master volume should be set at number 7. (About ¾ of the way clockwise)

If after checking these points, if it still doesn’t work please contact the hall manager

**Projector Fault Finding**

1. If the screen does not descend, check that both plugs are plugged in and switched on
2. The projector and screen are automatically configured. If by following the setup instructions it still does not work, please switch off. Wait until the projector light turns red and start again

If after checking these points, if it still doesn’t work please contact the hall manager