

Hunt College Union Audio-Visual Usage Guide

The Waterfront

LCD Projector –

- 1) Lower the Projector - The projector is on a hydraulic lift that is in the ceiling. To access the projector, you must get the key from the sound rack and use it to lower the projector (switch is inside the main door by the light switch). You just need to put the key in the switch and push down once; you do not need to hold it down. The lift will lower to the appropriate position.
- 2) Lower the Screen - The screen switch is on the wall just inside the main door. You just need to flip the switch to the down position; you do not need to hold it down. The screen will lower to the appropriate position.
- 3) Turn on the projector – it works best if you plug the remote in (by the input box on the wall to the right of the screen) using a 1/8" cable (same as used for sound) but you can do it wirelessly.

Laptop	DVD Player
4) Select Input #1	Select Input # 4 for DVD player in Rack (#3 from wall)
5) Situate the laptop and plug the VGA cable (stored in the sound rack drawer) and, if necessary, the audio cable in before turning it on.	Play as normal Audio is channel 9 either way
- 6) Turn the computer on. Once it reaches Windows, it should automatically see the projector. If not, try the dual monitor control (usually Fn-F8 but not always).
- 7) Audio can be adjusted on both the sound system (see below) and on the laptop and, obviously, both have to be up for any sound to come through.

Sound System –

- 1) Turn all components on (mixer, amplifier, equalizer). The amplifier level should always be constant so only adjust the mixer. The mixer is adjusted by the Master control knob (turns everything up) and individual controls (see list below).
- 2) Microphone Input List:
 - 1) Microphone Input #1 on the wall
 - 2) Microphone Input #2 on the wall
 - 3) Microphone Input #3 on the wall
 - 4) Microphone Input #4 on the wall
 - 5) Handheld Wireless Microphone (in the sound rack)
 - 6) Lavalier (lapel) Wireless Microphone
- 3) Stereo Input List:
 - 1) This is to be used for input from iPods, laptops, ... (anything with headphone output). There is a 25' cable in the box which has an adaptor on the end to fit into the headphone jacks.
 - 2) ¼" Input A on the Cable Snake (only use line inputs – use a DI Box to convert if necessary)
 - 3) DVD Player in the sound rack or the RCA inputs on the wall.

Hunt College Union Audio-Visual Usage Guide

Union Square

Main Tuner/Amplifier

- 1) Turn the volume control to MIN
- 2) Push Power on
- 3) Make sure the "A" button under the "Speakers" section is selected (never select the "B" button)
- 4) Select the source you want to listen to by pushing the "Input Selector" buttons (to the right of the large volume button)
 - a. Tuner = radio
 - b. CD = CD player
 - c. VCR1 = VCR/DVD Player
 - d. VDP6CH = Mackie Mixer (see below)
- 5) Play the source
- 6) Turn volume control to desired level
- 7) Subwoofer should only be on when playing recorded music or movies

Sound from Laptop/Ipod

- 1) If just using laptop/ipod without mic or other sound, patch the dual RCA cable into the input on the front of the main tuner/amplifier and set it for VCR 3
- 2) If using in conjunction with other sound equipment, you will need to patch it into Tape In on the Mackie Mixer (make sure to assign it to the main mix).

Mackie Mixer

- 1) Make sure the "Main Mix" button is pushed in to the right under source.
- 2) Turn the last knob ("Main Mix" on the right bottom is halfway up to "U").
- 3) Adjust individual levels for wireless mic and laptop/ipod input.

LCD Projector

- 1) Turn LCD projector on using remote
- 2) Select Input:
- 3) Input 1 = Laptop
- 4) Input 3 = VCR/DVD

Hunt College Union Audio-Visual Usage Guide

Red Dragon Theater

Using the LCD Projector

- 1) Turn LCD projector on by pressing "on" button on projector remote.
- 2) Lower screen using wall switch.
- 3) To use:
 - a. Desktop Computer
 - i. Press Input 1 on projector remote.
 - ii. Turn audio receiver on, turn FUNCTION knob to VCR-2 (for sound to work the volume must be up on both the computer and the sound system).
 - b. DVD Player
 - i. Press Input 2 on projector remote.
 - ii. Turn Audio receiver on, turn FUNCTION knob to DVD
 - c. Cinema Player (see detailed directions for setting up a show or actually playing a movie)
 - i. Press Input 3 on projector remote.
 - ii. Turn Audio receiver on, turn FUNCTION knob to CD
 - d. VCR
 - i. Press Input 4 or 5 on projector remote.
 - ii. Turn Audio receiver on, turn FUNCTION knob to VCR-1

Using the Microphone

- 1) Turn audio receiver on, turn FUNCTION knob to V.AUX, turn MASTER VOLUME knob to 40.0 db
- 2) Turn wireless mic receiver on, turn LEVEL knob to 3 o'clock position.
- 3) Turn wireless mic power and mute switches on.

Hunt College Union Audio-Visual Usage Guide

Glimmerglass Room

LCD Projector for Laptop

- 1) Lower the Screen - The screen switch is on the wall just inside the main door. You just need to flip the switch to the down position; you do not need to hold it down. The screen will lower to the appropriate position.
- 2) Turn on the projector
- 3) Select Input 1
- 4) Place the laptop and plug the VGA cable and, if necessary, the audio cable in before turning it on.
- 5) Turn the computer on. Once it reaches Windows, it should automatically see the projector. If not, try the dual monitor control (usually Fn-F8 but not always).
- 6) Audio can be adjusted on both the projector and on the laptop and, obviously, both have to be up for any sound to come through. The projector speaker is adequate for this room.

LCD Projector for Videotapes/DVDs

- 1) Lower the Screen - The screen switch is on the wall just inside the main door. You just need to flip the switch to the down position; you do not need to hold it down. The screen will lower to the appropriate position.
- 2) Turn on the projector
- 3) Select Input 3
- 4) Connect a VCR or DVD Player to the projector using the triple RCA cable.
- 5) Audio can be adjusted on the projector using the remote control. The projector speaker is adequate for this room.

Hunt College Union Audio-Visual Usage Guide

Catskill Room

LCD Projector for Laptop

- 1) Lower the Screen - The screen switch is on the wall just inside the main door. You just need to flip the switch to the down position; you do not need to hold it down. The screen will lower to the appropriate position.
- 2) Turn on the projector
- 3) Select Input 1
- 4) Place the laptop and plug the VGA cable and, if necessary, the audio cable in before turning it on.
- 5) Turn the computer on. Once it reaches Windows, it should automatically see the projector. If not, try the dual monitor control (usually Fn-F8 but not always).
- 6) Audio can be adjusted on the projector, the laptop, and on the speaker under the projector. All have to be on and up for any sound to come through. The best bet is to set the speaker to the level identified, turn up the projector and use the laptop to adjust the levels during the program.

LCD Projector for Videotapes/DVDs

- 1) Lower the Screen - The screen switch is on the wall just inside the main door. You just need to flip the switch to the down position; you do not need to hold it down. The screen will lower to the appropriate position.
- 2) Turn on the projector
- 3) Select Input 3
- 4) Connect a VCR or DVD Player to the projector using the triple RCA cable.
- 5) Audio can be adjusted on the projector and on the speaker under the projector. Both have to be on and up for any sound to come through. The best bet is to set the speaker to the level identified and use the projector remote to fine tune the levels.

Hunt College Union Audio-Visual Usage Guide

The Ballroom

The Ballroom sound system has three programs that can direct sound appropriately depending upon room usage configuration:

- 1) Program 1 is to be used when the full Ballroom is used.
- 2) Program 2 is to be used when the Ballroom is split and the hearing assistance system is to be used in the front half (also when recording sound from the front in the projection room).
- 3) Program 3 is to be used when the Ballroom is split and the hearing assistance system is to be used in the rear half (also when recording sound from the rear in the projection room)

Audio Controls (all levels should be set to the “dot”):

- 1) Turn on Sound System using master switch
- 2) Wireless Microphone 1 –handheld microphone-works for full Ballroom on Program 1 or Front only on Programs 2 or 3
 - a. Turn on Wireless Mic #1 Receiver
 - b. Replace the batteries in the microphone if needed
 - c. Turn the soft switch to green (orange is mute) on the microphone
- 3) Wireless Microphone 2 – handheld microphone-works for full Ballroom on Program 1 or Front only on Programs 2 or 3
 - a. Turn on Wireless Mic #2 Receiver
 - b. Replace the batteries in the microphone if needed
 - c. Turn the soft switch to green (orange is mute) on the microphone
- 4) Wireless Microphone #3 (do not use unless necessary) – use either the handheld wireless or the lavalier microphone - works for full Ballroom on Program 1 or Front only on Programs 2 or 3
 - a. Turn on Wireless Mic #3 Receiver
 - b. Replace the battery in the microphone if needed
 - c. Make sure to turn both switches on
- 5) CD Player
 - a. Load CDs and Push Play
- 6) VCR/DVD Player (also see LCD Projector)
 - a. Load tape or DVD and Push Play
- 7) Laptop (also see LCD Projector)
 - a. Use 1/8” cable to connect laptop (headphone jack) to input behind curtain stage right.
 - b. Volume must be turned up on both the laptop and the sound system to work.
- 8) Other inputs – there are other inputs but they should only be used when a tech is on duty or when setup by IRC.

LCD Projector (middle one only – corner is not connected to anything but VGA input by back door):

- 1) Lower the Screen - The screen switch is on the wall stage right. You will need to adjust it to the right place as it has no set stop position.
- 2) Turn on the projector
- 3) To use a Laptop, select Input #1 and

Hunt College Union Audio-Visual Usage Guide

- a. Place the laptop and plug the VGA cable and, if necessary, the audio cable in before turning it on.
 - b. Turn the computer on. Once it reaches Windows, it should automatically see the projector. If not, try the dual monitor control (usually Fn-F8 but not always).
- 4) To Show a DVD, select Input #3 and use like any DVD player