Contents

1. Introduction

This document explains how to set up and dismantle the audio-visual equipment needed for a Probus Club meeting held at the Beaumont Bowling Club.

It covers;

- Microphone only (most common case),
- Table and Lectern, and
- Audio/visual equipment, Screen, and Laptop, which are only required sometimes.

TIP: Be warned, you may have to practice these steps until you are sure of the procedures needed.

2. Microphone Setup

1) Enter the **Bowling Club Office** which is alongside the Bar in the Eastern end of the Club House.
2) As you enter the office and immediately to your left is a benchtop and white cupboard.
3) On the benchtop is the
   - **Wireless Microphone** and
   - **Microphone Charger**

4) In the cupboard at about shoulder height is a shelf on which is the;
   - **MIPRO Wireless Receiver/Audio Amplifier**.

5) Switch on two 240V GPOs above the MIPRO Receiver.

6) Press the **POWER** button on the MIPRO Receiver.

7) Ensure the MIPRO Receiver is switched on and operating by observing the illuminated screen.

8) If necessary, perform a quick test of the Wireless Microphone.
   a) Switch on the Microphone.

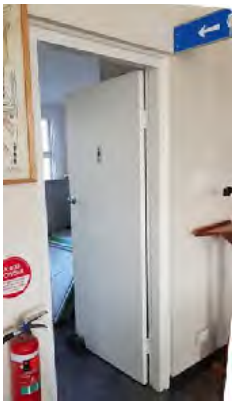
   b) Talk into the microphone.
   c) Observe modulation on appropriate channel when microphone is being used.

   d) Switch off the microphone.
9) Take the Microphone to the front of the Assembly Hall.
10) At the appropriate time, ensure the hand-held microphone is switched on.

11) Instruct the speaker to hold the microphone **VERY CLOSE TO THE MOUTH**.

3. Table and Lectern Setup

12) Set up a Table and Chair/s at the front of the Assembly Hall as required.
13) Enter the Bowling Club Storage Room which is the ante room to the Ladies Toilets.



Storage Room Entrance

14) Place the lectern near the front table.

4. Audio Visual Equipment Setup

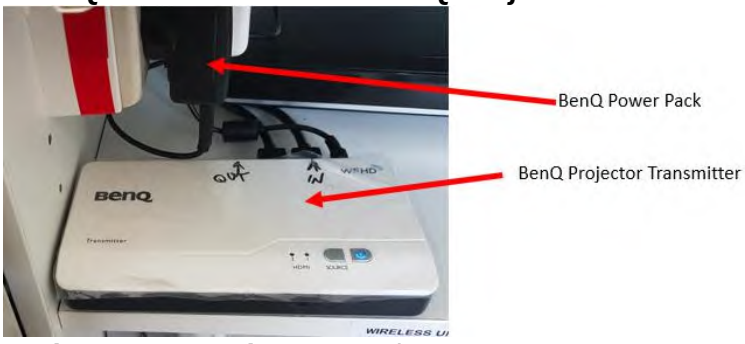
TIP: These steps are only necessary if a speaker requires audio-visual media in their presentation. For example;

- audio files,
- video files, or
- embedded files in a PowerPoint presentation.

15) Re-enter the Bowling Club Storage Room.
16) Observe the cupboard on the right behind the storage room entrance door.

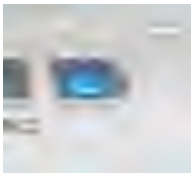
17) **Open** the cupboard door and identify the following items;

18) Switch on the 240V ***BenQ Power Pack*** for the ***BenQ Projector Transmitter*** in the cupboard.



19) Identify the ***BenQ Projector Transmitter*** Controls

20) Switch on the ***BenQ Projector Transmitter*** Power Button.



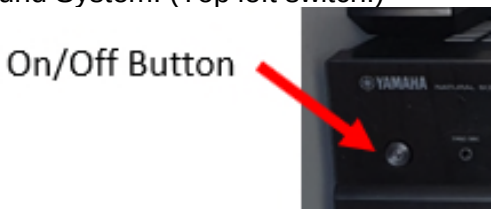
21) If necessary, use the '***SOURCE Button***' to select ***HDMI 1***.

22) Identify the ***Yamaha Sound System*** Controls.

23) If necessary, switch on the 240V power switch at the back of the shelf behind the Yamaha Sound System.

Yamaha Sound System

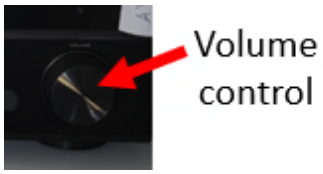
24) **Switch on** the Yamaha Sound System. (Top left switch.)



25) Use the "< **----INPUT----** >" controls.

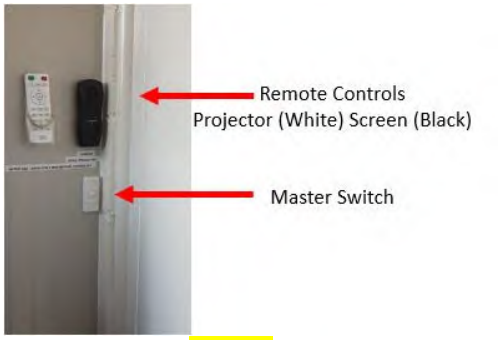
26) Select source as '**AUDIO3'**.

27) Adjust the **VOLUME** control to about **65 – 75**.



28) Select the **N/W, N/E, S/W and S/E** speakers ONLY. (DOWN position)

29) Switch on (DOWN position) the **MASTER SWITCH** which is mounted on the outside of the cupboard behind the door.



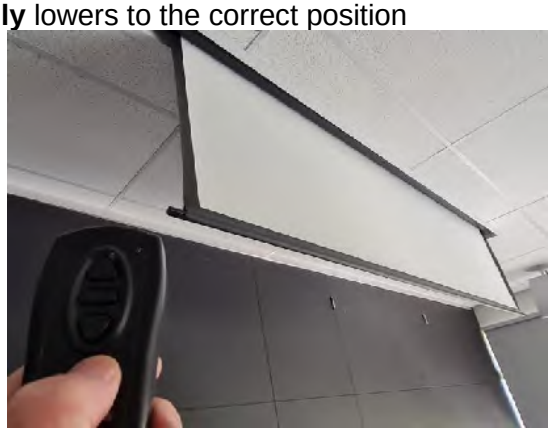
Switch Off (Important Note): The projector **MUST** be left running for about five minutes after switching it off using the remote control **AND BEFORE** switching off the ***Master Switch***.

30) Pickup **BOTH remote controls** (Projector (White) and Screen (Black)) which are mounted on the outside of the cupboard, behind the storage room entrance door.
31) Return to the Meeting Hall.

5. Screen Setup

1) Lower the **Ceiling Mounted Projection Screen** using the Black Remote Control 'Down' Button.
TIP: The Remote Control needs to be **DIRECTLY UNDER** and pointing at the Southern end of the stored screen for best operation.

2) The screen **automatically** lowers to the correct position



3) Switch on the ***BenQ Ceiling Mounted Projector*** using the white remote control. (**GREEN** button.)
TIP: It is necessary to stand almost **DIRECTLY UNDER** the Ceiling Mounted Projector.

4) Observe the BenQ Ceiling Mounted Projector 'POWER' Light change to **GREEN**

TIP: When switching off the projector press the Remote-Control **RED** button **TWICE**.
(There is a warning to this effect shown on the screen.)

Switch Off (Important Note): The projector **MUST** be left running for about five minutes after switching it off using the remote control **AND BEFORE** switching off the ***Master Switch***.

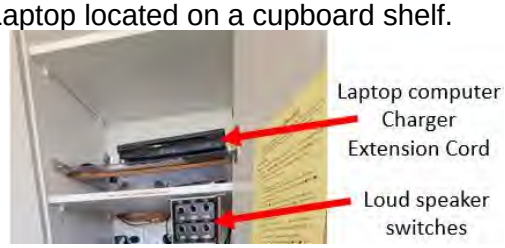
5) **Darken the Hall** by closing the blinds on the windows on the North facing side of the building.
6) At the appropriate time the Hall may be further darkened by switching off all or some of the lights. The switches are located on the Western Wall in the Bar Area.

6. Laptop Setup

The following steps explain the use of a laptop for an audio/visual presentation.

NOTE: Some speakers like to supply their own laptop for their presentation. In this case do not perform steps 2) and 3). All other steps are the same.

1) Return to the **Storage Room** which is the ante room to the Ladies Toilets.
2) Observe the Bowls Club Laptop located on a cupboard shelf.



3) Pick up the Bowls Club **Laptop**, **Charger** and 240V **Extension Cord** from the cupboard shelf.

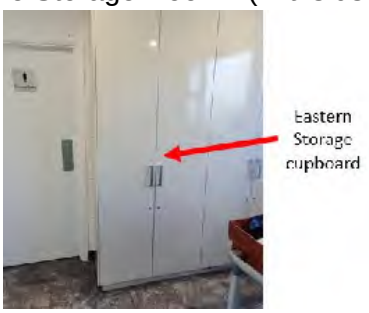
4) Pick up the black **HDMI data cable** from the cupboard shelf. (If required a very **long HDMI** data cable is stored in the Eastern storage cupboard. It was purchased by the Glen Osmond Probus Club, so please make sure to return it afterwards.)

7) Return to the **Meeting Hall**.
8) Set the laptop on a table adjacent to the lectern within reach of the speaker.

9) Connect the **laptop charger** to the **240V socket** near the floor in the Meeting Hall just West of the Storage Room Entrance Door.

10) Plug the special **HDMI cable** in to the **HDMI socket** near the floor in the Meeting Hall just West of the Storage Room Entrance Door
11) Plug the special **HDMI cable** in to the **Laptop HDMI socket**.

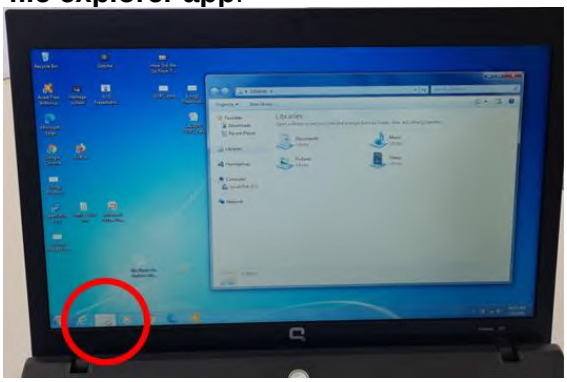
SAFETY NOTE: Reduce any trip hazards due to the cables.
A **special door mat** has been purchased by the Glen Osmond Probus Club and is stored in the Eastern cupboard in the Storage Room. (If it is used, please make sure to replace it afterwards.)



12) **Cover any cables** on the floor with the special mat.

13) **Turn on** the laptop.
14) Attach a USB memory stick which is normally provided by the Guest Speaker.

15) On the laptop select the **file explorer app**.

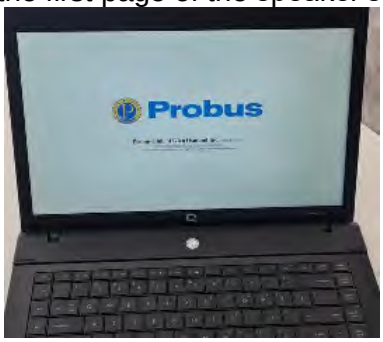


16) Navigate to the USB port and double click the presentation file. (Usually a Microsoft Power Point .pptx file.)
17) Send the laptop screen image to the projector by selecting **laptop and projector display**.
Press the Fn key and the F5 key simultaneously. (Some laptops use the F8 key.)
The options will move through;

- laptop display only,
- **laptop and projector display**, and
- projector display only.

18) Observe the laptop and ensure the presentation is showing full size.
If necessary, select '**Display full size**' on the laptop by right clicking on the icon in the lower right-hand corner.

19) Once setup the first page of the speaker's presentation should be showing on the screen.



20) Ensure the hand-held microphone is switched on.
21) Instruct the speaker for the need to hold the microphone **VERY CLOSE TO THE MOUTH**.

7. Dismantling Equipment

When the meeting is over the Sound System/Audio Visual Equipment Specialist or delegate should dismantle the any equipment used and return into storage.

1) Reverse the above procedure.

Switch Off Note (Important): The projector **MUST** be left running for about five minutes after switching it off using the remote control **AND BEFORE** switching off the ***Master Switch***.