

FCC Chapel Audio/Visual

[Paul Schwotzer / Aug2017]

The A/V equipment in the chapel can be used for these activities:

- Amplify a person speaking using a corded microphone
- Amplify a person speaking using a wireless lavalier microphone
- Record the above 2 activities for processing into an MP3
- Play a DVD with video and audio
- Display computer content (video and/or audio) via VGA or HDMI connector
- Play audio from a computer/phone/iPod/iPad via 1/8" connector

This document contains a description of the equipment and set up instructions for various activities.

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Equipment:

Yamaha mixer is used to control and amplify microphones, and feed the Zoom recorder.

Approximate levels for Master and Channel gain are 11:00 as shown.



Yamaha speakers for projecting the output of either microphone.

If you are using a microphone, STAY AWAY from these to avoid feedback.



Corded
microphone -
usually on a
mic stand.

Occasionally
borrowed by
the
sanctuary.



Wireless
microphone
transmitter
"body-pack".

Needs 2 AA
batteries.

Open front
cover to
power-on and
power-off.

Has a Mute
switch.

If "RF Mute?"
appears in the
display...
continue
pressing the
power switch
to power-off.



Wireless microphone receiver.

Connects to channel 2 of the mixer.



Cable inputs for TV. VGA, HDMI, 1/8" audio



Vizio TV

(speaker above
TV is not
connected and
not used)



Vizio Remote control.

Use the Input
button to
select HDMI
or VGA(RGB).



DVD Player



DVD Player
remote
control



Zoom
Recorder

Power-on and
power-off by
sliding the left-
side switch
downward.

Press "Rec"
once for
record-ready.
(flashes)

Press "Rec"
again to
initiate
recording.
(solid)

Press the
square button
to stop
recording.



Chapel A/V Set Up Instructions:

Using the wireless microphone

- Look in the tackle box for the wireless transmitter (body-pack) with lavalier mic
- Power-on the body-pack by opening its front cover and pressing the power switch for 3 seconds
- If the 3-bar battery level shows 1-bar or less, get fresh rechargeable batteries from the sanctuary sound desk
- Close the front cover and attach the wireless body-pack to the presenter, making note of the Mute switch and setting it to the "Mute" position
- Ensure that the Sennheiser wireless receiver is connected to Yamaha mixer Channel 2
- Power-on the wireless receiver by pressing its power button for 3 seconds
- Control volume on the mixer using the Channel 2 gain knob and the Master gain knob
- Ask the presenter to stand away from each speaker and then un-Mute the body-pack to test the system. The system is intended to be a support but not be too loud.
- When finished, Mute the body-pack and power-off each device by pressing the power button for 3 seconds. If "RF Mute?" appears on the display, ignore it and continue to press the power button until the device is off.

Using the corded microphone:

- Ensure that the microphone cable is attached to Channel 1 of the Yamaha mixer
- Attach the microphone to the mic stand if desired
- Test microphone while standing away from each speaker, adjust level

Recording a presentation:

- Turn on the Zoom digital recorder - assure presence of an SD sound card
- Press the round red record button once to enable "record ready" mode
- Ask the presenter to speak and ensure there is a signal level on the Zoom
- Press the round red button again to initiate recording
- Press the square button to stop the recording
- Turn off the Zoom by sliding the power switch for 2 seconds
- Ask the A/V team to process the Zoom recording for distribution

Computer Video:

Most computers have either a VGA or HDMI-compatible video output that can be connected directly to the Vizio TV.

- VGA is older (analog) and contains only video
- To connect audio along with VGA video, use the 1/8" audio connector cable
- HDMI is newer (digital) and can contain both video and audio
- In some cases the computer must be configured to export HDMI audio
- Some newer Macs and PCs have actual HDMI output connectors
- Most Macs have a smaller Mini-DisplayPort connector and an adapter is required

These adapters are kept in the tackle box:

- Mini-DisplayPort -> HDMI - for most Mac Computers
- Apple 30-pin -> HDMI - for older Apple iPads

To watch computer VGA output:

- Connect the computer's VGA output to the Vizio TV's VGA input connector
- Using the Vizio TV remote, select "RGB" as the input source
- If audio is desired, connect the 1/8" plug to the computer's audio output
- Control Play/Stop on the computer
- Control audio volume on the computer and/or Vizio TV remote

To watch computer HDMI output:

- Connect the computer's HDMI output to the Vizio TV's HDMI input connector
- If necessary, use an adapter to translate the computer's digital output to HDMI
- Using the Vizio TV remote, select "HDMI 1" as the input source
- Control Play/Stop on the computer
- Control audio volume on the computer and/or Vizio TV remote

To watch a DVD:

- Power-on the Samsung DVD player and insert the DVD
- Connect the DVD player output to the Vizio TV's HDMI input connector
- Using the Vizio TV remote, select "HDMI 1" as the input source
- Control Play/Stop on the Samsung remote
- Control audio volume on the DVD player and/or Vizio TV remote

To display iPad Video:

- This applies to older iPads with the 30-pin Apple connector
- Connect the iPad to the 30-pin -> HDMI adapter
- Connect the adapter to the Vizio TV's HDMI input
- Using the Vizio TV remote, select "HDMI 1" as the input source
- Control Play/Stop on the iPad
- Control audio volume on the computer and/or Vizio TV remote

Connectors

Here are some connector types:

VGA Male:		VGA Female:	
HDMI Male:		HDMI Female:	
Mini Display Port Male:		Mini Display Port Female:	
DisplayPort Male:			

Note: Thunderbolt is a newer, expanded version of Mini DisplayPort - they should be interchangeable as far as exporting video/audio.

First Congregational Church

Carey Chapel

Audio/Video Manual