



Using the
Audio and Visual
Equipment

The Audio and Visual equipment at Mossneuk is simple to use. We hope that this guide will help you set up for your event, or for morning and evening worship

The following pages will show you how to turn on the machines, projectors, plug in computer, sound, and make sure your microphones work.

The Church also has atmospheric lighting on each side of the sanctuary, the wooden cross, and on the pulpit. The lights are **all set to blue** and should remain this way.



Part 1. Switching everything on at the desk.

1. There are many plugs and switches around the AV desk. These all need to be turned on.
 - Turn **all switches** on at the wall, to the left of the AV desk.
 - On the AV Desk itself, there are also switches that require to be turned on – both on the left and right.
 - All the lights on the desk should come on too.

Part 2. Switching on Projectors.

Below the projector screen on the wall, there are two switches. One leads to the projector, *the other turns on the lights on the cross.*

Once these are on, you can use the remote (pic left) to turn on the screen itself.

There is also a projector screen at the back of the church which you will need to turn on to as seen on the images below.



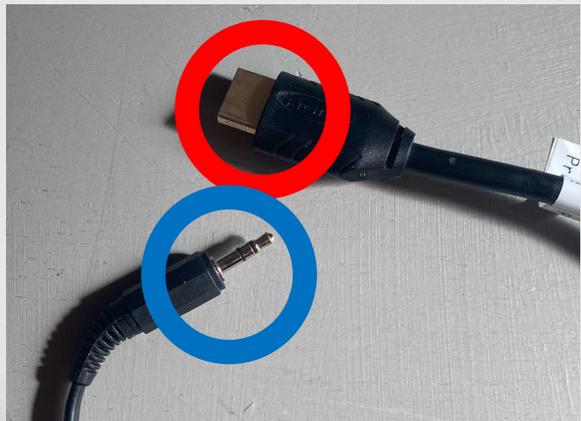
1. Use this button to turn on the rear projector



2. Use this button to bring up projection light

The projectors are now ready for you to plug your laptop in. On the AV desk, there is a projector lead, and a sound lead (see picture opposite). These can both be plugged into your laptop

1. Red is Projector HDMI
2. Blue is Audio AUX



Part 3. Turning on Sound/Microphones

The Church has five microphone ports, but we only ever use four. Two handheld microphones (which are on the AV desk) and two radio microphones with mouthpieces, which are in the vestry and can be requested.

To turn all sound equipment in the church on, you should use the switches at the front of the sanctuary on the **left-hand side** (see below)

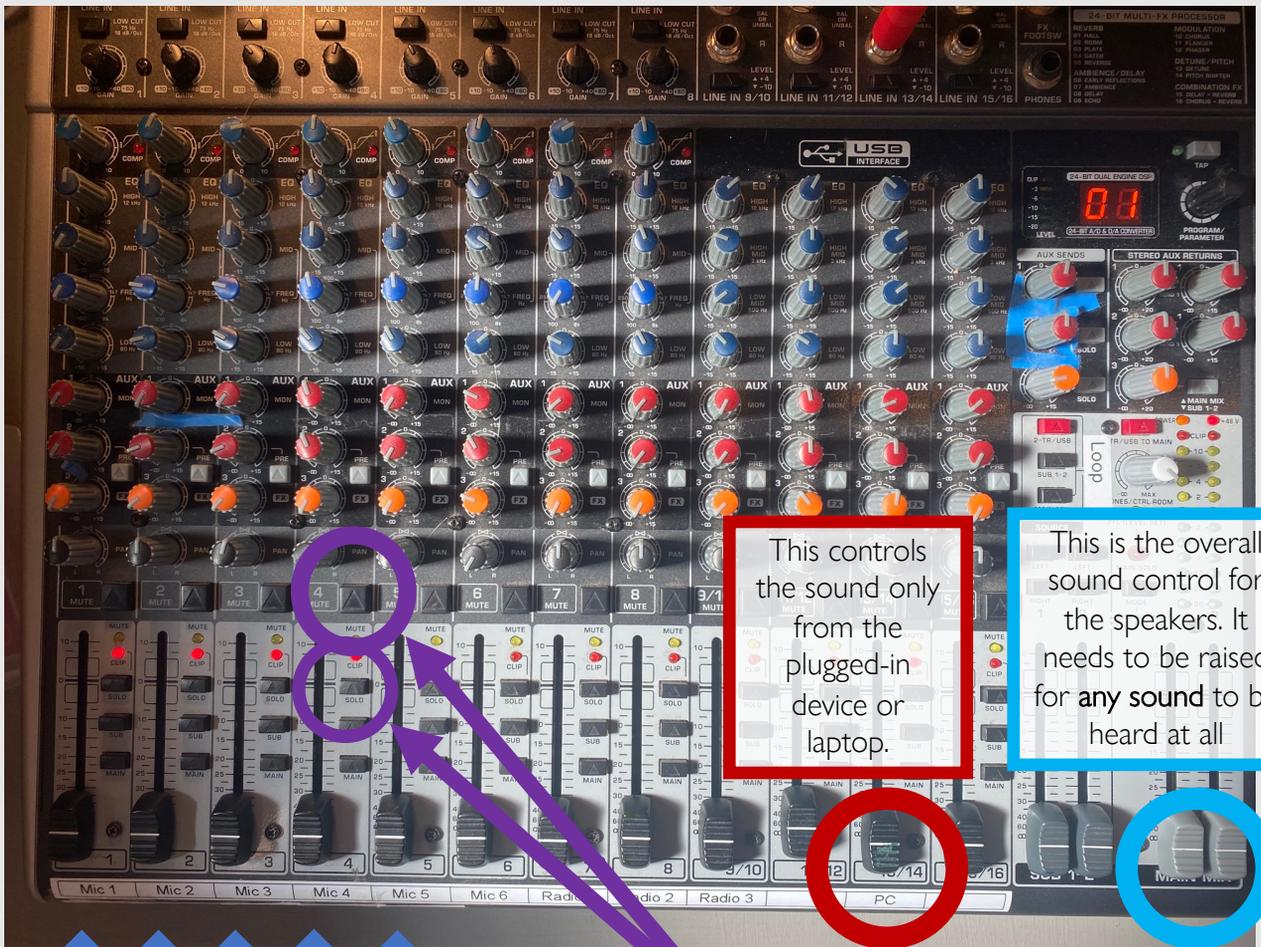


All the Microphones should be on automatically, except the handheld microphones. You need to press the button (as seen on the left, to make them work.

Part 4. Managing the Sound Output

Once you have connected your laptop/device, using the cables identified in part 2, you are able to control the sound levels using the sound desk.

You shouldn't need to touch most of the desk, other than the bits highlighted on the photo below.



These are the five microphone ports used in the church. They increase the volume of each microphone in use. They are more specifically labeled on the desk to help you see which microphone is which.

NOTE: If you have no sound, the microphone mute buttons might be pressed in, or the lights aren't on.