

Theater AV

Getting started

- ▶ Sign out the theater & audio cabinet key from the information desk.
- ▶ Sign out the projector remote, and microphones from the information desk.

Lighting

- ▶ audience and stage lighting is controlled from a wall panel backstage right - 4 dimmers (master, audience, audience, stage)

Turning on the projector

- ▶ Use the remote to turn on the projector. Point it at the projector and press the **ON** button for a couple seconds.



Connecting your laptop

- ▶ There's a long cable bundle hanging on the wall backstage right (labeled Computer) that has VGA, 3.5mm audio, AC power and Ethernet. There is also a single Ethernet cable to the right of the bundle cable. Connect to the laptop as necessary.
- ▶ Plug the VGA cable into the external monitor port on your laptop.
- ▶ Turn on your laptop. (*see options below)
- ▶ If the computer image doesn't appear on the screen: Press Fn-F7 (Thinkpad)
- ▶ Press **Computer 1** on projector remote.

*options to consider before turning on your laptop:
connect network cable for internet access (or use wireless)
connect audio cable to headphone jack on laptop for sound
connect AC adapter to extension cord



Bring down the Screen

- ▶ The switch to lower the screen is on the backstage wall just above where the long cable hangs.

Audio for Computer, Microphones, or VHS/DVD player

- ▶ Unlock the cabinet, the padlock is on the right side of the cabinet (behind the red curtain)
- ▶ Open the audio cabinet. Turn on the power switch at the top right inside the cabinet.
- ▶ The 3.5mm audio cable in the laptop cable bundle is marked as computer audio on the mixer.
- ▶ The gray cord for the podium microphone is on the backstage wall on the left of the audio cabinet and is labeled podium mic on the mixer.
- ▶ The cordless lapel mic has an on/off switch and is labeled lapel mic on mixer.
- ▶ The audio for the VHS/DVD player is labeled DVD/VCR on the mixer.



Playing a VHS or DVD

- ▶ There's a VHS/DVD player on a lower shelf that's connected to the video input on the projector.
- ▶ Press **Video** on projector remote.
- ▶ Locate VHS/DVD player in cabinet and turn it on.
- ▶ Insert tape or disc and press play on VHS/DVD remote or on player.

Please call the IT Services Help Desk at local 4444,
if you are having any problems with the AV equipment.

For additional information view the Okanagan College / Ed tech webpage at:
<http://www.okanagan.bc.ca/administration/itservices/edtech/av.html>