

Please note it is the hirer's responsibility to be able to connect their computer or device to a standard HDMI lead. The HDMI lead and a VGA lead with adaptor are provided and kept on a hook at side of AV panel on side of stage. For some laptops, especially Apple, you may need to provide your own adaptor to link the HDMI lead to your device as Apple vary the ports on laptops as models change and the Hall cannot anticipate all the variations.

If you need a VGA lead then this is provided but you must connect the adaptor on the lead to a USB port on your laptop to power it.

1. Switch on the AV system by switch on left hand side of panel labelled 'power to AV System'.
2. Insert the HDMI lead into the HDMI socket near the floor under the panel and connect to your device using your own adaptor if necessary.
3. Press the oval button on panel labelled HDMI/VGA.
4. Using the projector remote control, kept in basket on wall, point it at projector and press ON once and projector will come on after 10-15 seconds and show what is on screen of your computer on the wall.
5. It takes a few moments to link up and find your device automatically. If it does not you may have to use a Function key e.g. F8 on your computer to get it to share its screen to projector.
6. When you have finished, please switch off everything (it is 2 presses on projector remote to turn it off) and return leads to hook.
7. For sound, there is an audio cable in the basket on the wall connect the 3.5mm jack to your C speaker out socket and the 6.5mm jack to the wall socket by the HDMI connector.

MICROPHONES – THESE ARE KEPT IN SILVER CASE ON HOOK BY CURTAINS ON SIDE OF STAGE.

1. Switch on AV system by switch on left hand side of panel labelled "power to AV System'. This automatically links Mics to speakers etc. The volume is preset.
2. Switch on the mic you choose to use – for lapel Mic there is a power button on side of device and an on/off/mute button on top. Spare batteries are in box.
3. When you have finished, switch everything off – PLEASE.

HELP

It is recommended you seek advice before your booking if you need help with these systems.

To arrange this, please contact NVH Bookings on 07551-005005 or 07500-046158.

Every attempt is made to support hirers in their use of the hall but there is no absolute guarantee of help at short notice.

For emergency contacts see list on notice boards and entrance door.

New Victory Hall Management Committee