

Technology at Taynton and Tibberton Village Hall

January 2020

All equipment is supplied in good faith; the Village Hall Committee will not be held responsible nor liable for any equipment failure or consequences of such failure.

Hirers are earnestly requested to read these notes carefully, noting where they need to bring their own equipment and/or connection and extension leads, or ask for keys! They are also advised to arrive early to check all is in order.

Use of this equipment is free to hirers; please respect the equipment and leave it as you found it, reporting any faults immediately to the Village Hall Secretary.

HEALTH AND SAFETY REMINDER

A trailing flex is one of the most frequent causes of accident, to both people and equipment!

Please do all you can to minimise the potential for this type of accident. You might use tape; or put a row of chairs over the flex.

- 1. Wi Fi**
- 2. Sound System and Audio Loop**
- 3. PowerPoint presentations**
- 4. TV**
- 5. Screen**
- 6. Video Projector**

1. Wi Fi

There is free Wi Fi at the Hall. The code may be read from the card in the pouch fixed to the back of the fireplace cupboard door.

The hub/router is inside the cupboard, but may not be moved far, it is wired in. In case of difficulty with the Wi Fi signal, please reboot the router using the button on the top. Wait for the lights to go blue again after rebooting.

If that doesn't work, remove the power supply and wait for one minute before re-connecting. Watch for the lights to go blue.

Hub: PLUSNET-C535

Passcode: 7867b59c4c



This is what we call the Fireplace Cupboard.

It contains the Wi Fi hub, the microphone, a long HDMI lead, and the remote control units for the screen and the Video Projector, as well as various instruction books.

2. Sound System/Audio Loop

The master switch is in the back room, mounted on the outside of the piano cupboard. It is usually left on but should be the first place you look if there is a difficulty!

The Audio Loop will not work with many newer digital hearing aids, as they are not fitted with receivers. Please ask the wearer if they have digital hearing aids before reporting a 'fault' with the system!

The control box for the sound system is in the white box on the rear wall of the main hall.

Please make sure you ask for the key when booking the Hall.

On opening the box, make sure the master switch is on – there should be a red light.

There are two input circuits, both with phono plug sockets. You must supply a lead suitable for attaching your own equipment, usually using the headphone socket (a small jack plug) with a pair of phono plugs at the other end. If you use an iPad or iPhone, you may need a specialist lead.

When attaching your lead, please note red to red and white to white. Volume is adjusted using the small control above the pair of phono plugs.

Microphone – a microphone is available, it is kept in the fireplace cupboard. It operates wirelessly. There are instructions for use on the inside cover of the sound box.

3. PowerPoint Presentations

There are 2 methods for achieving these.

1. Using your computer and our ceiling-mounted video projector and projecting on to the screen. ***You will need to supply your own computer, which needs an HDMI output.***

There is an HDMI lead in the fireplace cupboard.

2. Using our TV with ***your own computer and a lead which must be HDMI.*** Please note that the VGA connection no longer operates.

An HDMI lead is in the fireplace cupboard. The lead is connected via a connection box on the wall by the TV, there is no need to access the back of the TV itself! See the TV section for more details. Use the TV remote control to select the correct input channel.

Using the ceiling-mounted projector

You will need the remote control from the fireplace cupboard.

You will also need 3 switches to be on!

- 1 The switch on the piano cupboard in the committee room
- 2 The switch by the sound box under the screen
- 3 The switch on the right-hand wall, high up, with a red light on it, near the dimmer switches for the lights.



4. TV

The TV is connected to the internet and to an aerial. It can receive 'Freeview' channels (eg BBC, ITV, Channel 4 etc) and internet channels (eg Netflix, Amazon, Sony etc, for which you need a subscription) but **not** Sky TV nor BT TV.

The Remote Control is on a narrow shelf to the right and below the TV. The instruction book is in the fireplace cupboard. The TV is usually in standby mode, so is operated by the remote control.

Connections: There is a junction box on the wall just below the TV, so that you do not need to access the back of the TV. You can plug your HDMI lead, USB stick or audio lead into the junction box to connect to your own equipment.

NB – the TV needs to update its software fairly frequently. If you have difficulty switching it on, it is probably because it is updating. Operate the remote control power switch again after a count of 10; and maybe again, until you see a series of coloured squiggles on the screen.

If the on-screen message for updating appears during your use, select whichever option suits you, but if you decline the update, it would be appreciated if you would allow it to happen whilst you are clearing up!

We do not supply a DVD or Blu-ray player; if you bring your own, you will find an extra-long HDMI cable in the fireplace cupboard. You do not need to insert the HDMI lead into the TV directly, use the junction box on the wall.

The Hall is licensed for public performances, but please be aware that showing commercial DVD/Blu-ray content is an infringement of copyright. You may, of course, show any material for which you own the copyright (eg home movies) or for which you have paid a licence fee. **The Village Hall committee denies any responsibility or liability for infringement of copyright by its hirers.**

USB: The TV is capable of showing pictures and videos or playing audio files stored on a USB flash drive.

Audio: The TV is also capable of playing your own sound equipment through its speakers, if you connect via an audio lead (***your own small jack plug audio lead needed***).

Video Cast: You can show video content from your iPad or tablet by sending the video wirelessly to the TV. Log your device on to the Wi Fi network using the code as in Section

1 above. The ID of the TV is a string of letters and numbers beginning 'KD...'

The TV instruction manual is in the fireplace cupboard.

Please do not attempt to pull the TV away from the wall. The bracket is fixed.

5. Screen

The screen is motorised and left permanently switched on.

The remote control is kept in the fireplace cupboard. Please use this to lower the screen to the desired position. At its full extent, the aspect ratio is 1:1.

The screen makes funny noises when it is lowering or retracting – this is normal!

Please be sure to retract the screen when finished.

