

# Performing Arts Center / *Basic Control Panel Operation*

Please follow these procedures when starting up / using / shutting down the A/V control systems.  
There will be separate instructions for the web based and control surface based operation

## **A** Startup / Shutdown Procedures

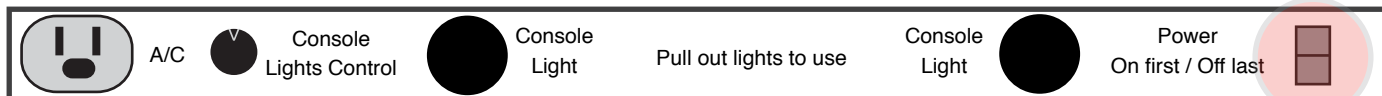
### ▶ Startup procedures “turning the system on”

- 1 Starting at the top of the rack, turn on the **Furman Power Supply**. It is the third unit down from the top of the cabinet, **the switch is on the far right**.
- 2 Moving to the bottom of the cabinet **turn on the three amplifiers**.

### ▶ Shutdown procedures “turning the system off”

- 1 Starting at the bottom of the cabinet **turn off the three amplifiers**.
- 2 Moving the top of the rack, turn off the **Furman Power Supply**. It is the third unit down from the top of the cabinet, **the switch is on the far right**.

Furman Power Control Unit



Power Amplifier One



Power Amplifier Two



Power Amplifier Three

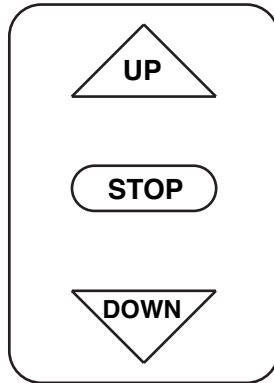


## ▶ Startup procedures : Selecting and Adjusting A/V Sources

### B Projection System and A/V control

**BEFORE LOWERING THE SCREEN MAKE SURE THE AREA UNDER THE SCREEN IS CLEAR OF ANY AND ALL OBSTACLES - LADDERS, SETS, PEOPLE ETC. WATCH THIS SPACE AS YOU LOWER THE SCREEN.**

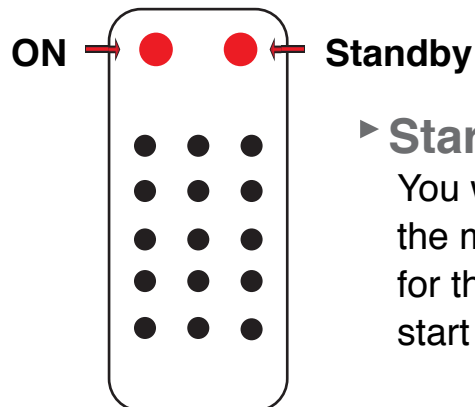
#### ▶ Startup procedures : Screen Down / Up



Screen Control

To get the screen into the **DOWN POSITION**, using the wall control panel, stage right, as you walk in the back door, push the “Down” button. It takes about one minute to bring the screen down all the way. It will stop on its own, at the correct position. **Absolutley no physical adjustment should be made the the screen.**

If the screen does not come down check to make sure the safety lock switch is not on. It is in the stairway to the left of the control panel. To get the screen to the **UP POSITION** just push the “Up” button on the same switch.



Projector Remote

#### ▶ Startup procedures : Projector Start Up

You will need to open the door to the projection area - small door, about half-way up the wall in the middle back of the stage area. Make sure the door is fully open. There is a remote control for the projector in the rack drawer. Stand just to the right of the screen and use the remote to start the projector by pushing n the “ON” button. It takes about one minute to come online.

## ▶ Startup procedures : Selecting and Adjusting A/V Sources

- Wireless Mics:**
1. Remove wireless mic(s) from rack drawer and check batteries.
  2. Turn on mic(s)
  3. If the level is not correct use the Rane mixer to adjust gain. Pos 1/2 are wireless.

### Wireless Microphones Control Panel / 2 Channels

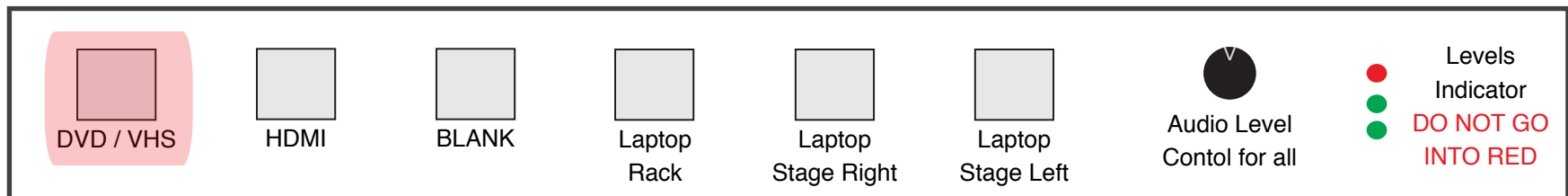


### Rane Microphone Line Level Mixer



- DVD / VCR:**
1. Select Input Number 1 on the Extron A/V Switcher.
  2. Select Input 3 with the remote on the projector.
  3. Use the Samsung remote control for the DVD/VCR

### Extron A/V Switcher



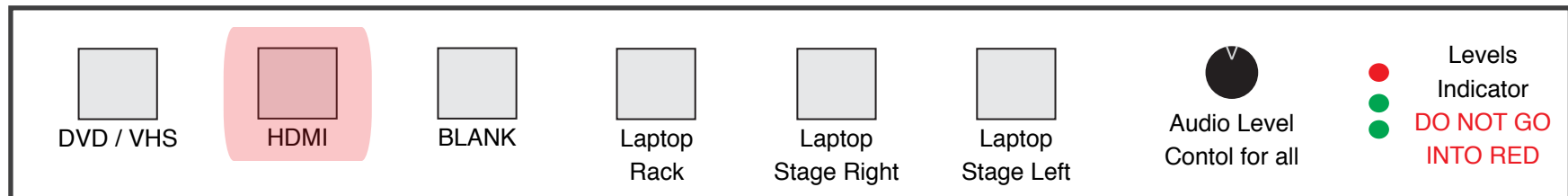
### DVD / VHS Player



## ► Startup procedures : Selecting and Adjusting A/V Sources

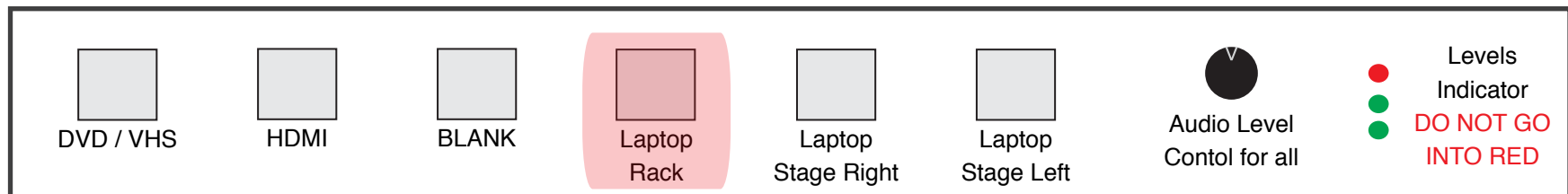
- HDMI:** (requires sep. audio)
1. **Connect your HDMI device and audio input** from the rack shelf.
  2. **Select Input Number 2** on the Extron A/V Switcher.
  3. **Select HDMI Input 1** with the remote, on the projector.
  4. Make sure that your laptop is sending signal and set for 1280 x 800 or 1024 x 768
  5. Use Auto Image on the remote control for the projector to adjust fit to screen

### Extron A/V Switcher



- Rack laptop:**
1. **Connect your laptop to the VGA and audio input** on the rack shelf.
  2. **Select Input Number 4** on the Extron A/V Switcher.
  3. **Select RGB Input 1** with the remote, on the projector.
  4. Make sure that your laptop is sending signal and set for 1280 x 800 or 1024 x 768
  5. Use Auto Image on the remote control for the projector to adjust fit to screen

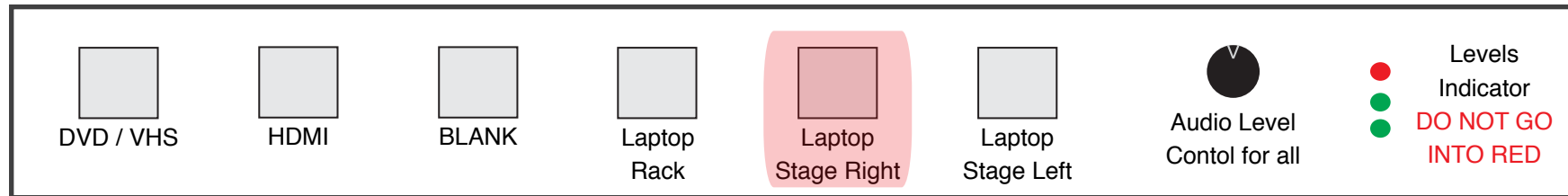
### Extron A/V Switcher



## ► Startup procedures : Selecting and Adjusting A/V Sources

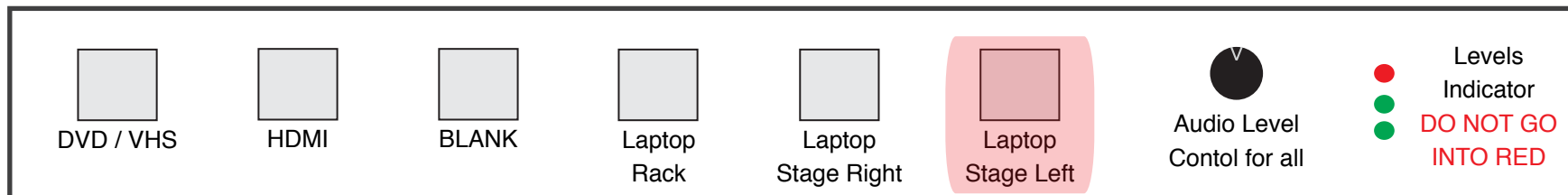
- Stage Right laptop:**
1. Connect your laptop to the **VGA and audio input** from the floor box.
  2. Select **Input Number 5** on the Extron A/V Swticher.
  3. Select **RGB Input 1** with the remote, on the projector.
  4. Make sure that your laptop is sending signal and set for 1280 x 800 or 1024 x 768
  5. Use Auto Image on the remote control for the projector to adjust fit to screen

### Extron A/V Switcher



- Stage Left laptop:**
1. Connect your laptop to the **VGA and audio input** from the floor box.
  2. Select **Input Number 6** on the Extron A/V Swticher.
  3. Select **RGB Input 1** with the remote, on the projector.
  4. Make sure that your laptop is sending signal and set for 1280 x 800 or 1024 x 768
  5. Use Auto Image on the remote control for the projector to adjust fit to screen

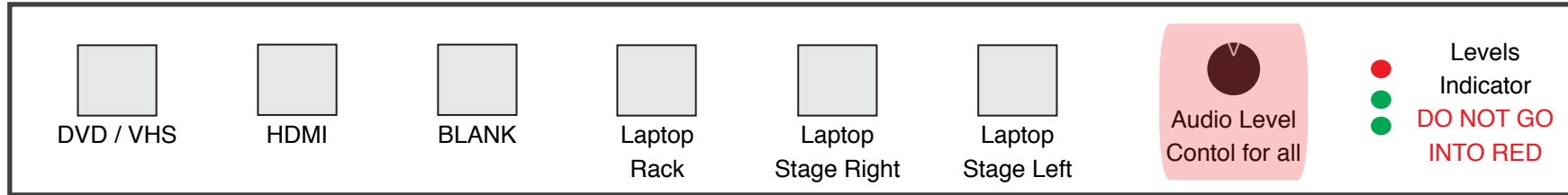
### Extron A/V Switcher



## ▶ Startup procedures : Selecting and Adjusting A/V Sources

**Program Levels** 1. Adjust the program levels using the knob to the right side of the Extron A/V switcher.  
**DO NOT PUSH LEVELS INTO THE RED**

### Extron A/V Switcher



## Performing Arts Center / *Advanced Control Panel Operation*

We will be implementing both a “control surface” and wireless control system in the near future.  
Instructions for these services will be posted here.

