



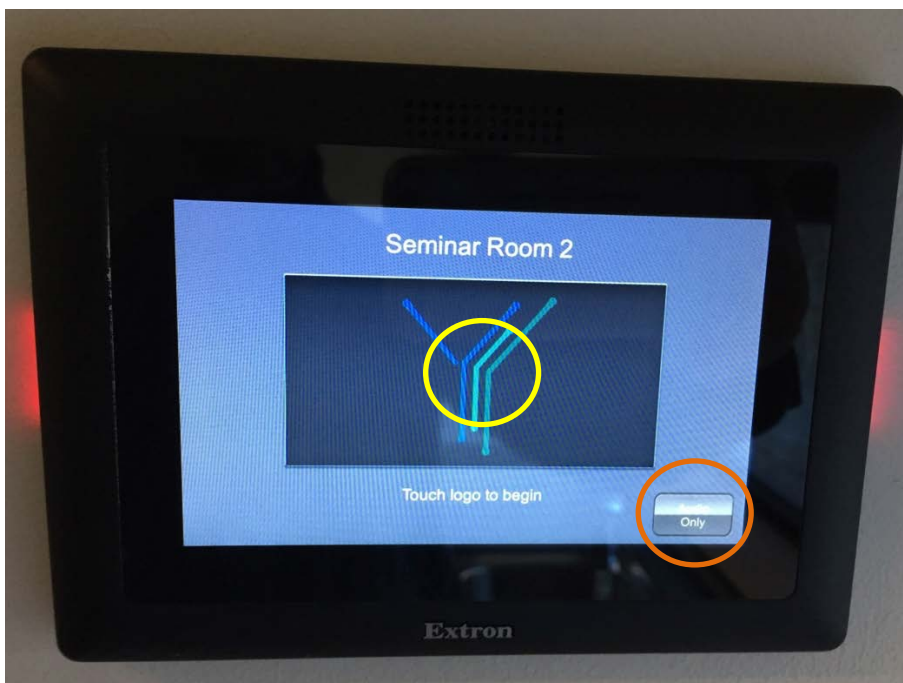
## Basic AV Operations Bagung Magali / Community Room 1 & 2

Bagung Magali/Community Room has 2 built-in projectors, screens, speakers and a lectern microphone for use by hirers. This room can be divided into two spaces on request when making a booking.

### Instructions

*Please note: all computer equipment, cables and accessories will need to be provided by the hirer.*

1. Locate the operations screen panel and touch screen anywhere to activate.
  - a. Community Rooms 1 & 2 both have their own control panels



b. For **VIDEO** and **AUDIO**, touch the central logo

c. If video isn't required, select Audio Only

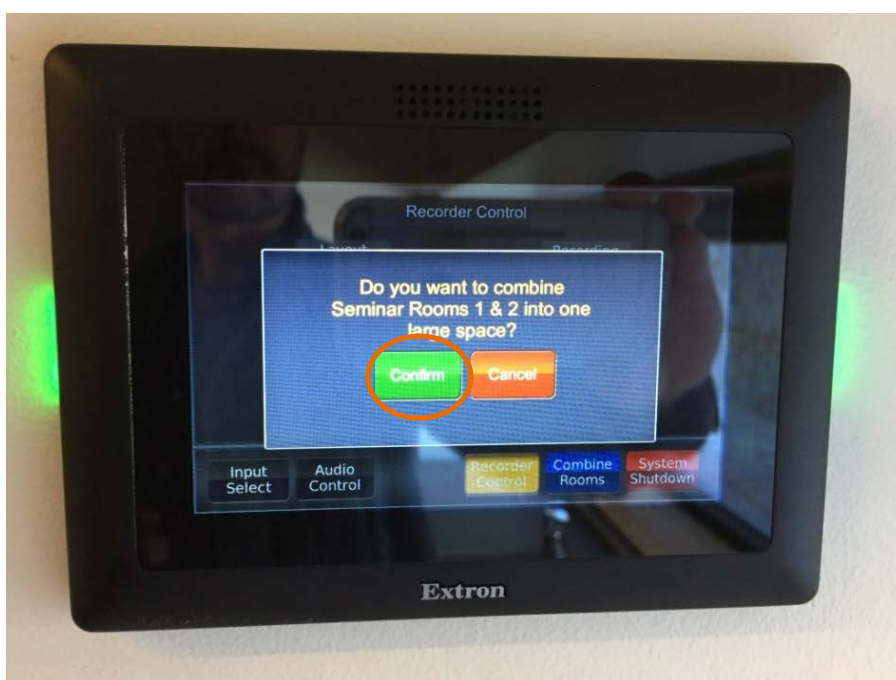
## LINKING AV IN COMMUNITY ROOMS 1 & 2

If Community Rooms 1 & 2 have been booked together to create a shared space, AV can be played through both rooms simultaneously.

1. Both touch screens need to be in **Video & Audio** or **Audio only**.
2. Press **COMBINE ROOMS** on the touch screen in Community Room 2. ○



3. You will then be given the below automatic notification. Click confirm to link both spaces ○



4. Both rooms should now be linked with Vision and Audio playing in both spaces.


5. Should you wish to separate the rooms again select separate rooms. ○




## CONNECTING A LAPTOP TO THE PROJECTOR

6. Locate the **HDMI** Input under the touch screen.





7. Use an HDMI cable to connect your laptop 



8. On the touch screen select the laptop option 
9. For laptop audio - check laptop sound preferences are set to HDMI

## CONNECTING A MICROPHONE / AUDIO SOURCE / LECTERN

1. Wired mic (**XLR**)  and headphone jack (**3.5mm audio**)  inputs are available below both touch screens



2. **A lectern, lectern mic and XLR cable** are available for use and are kept in the store room.





3. If the Lectern mic and XLR cable are not already connected, please do the following:
  - a. Plug the lectern mic into the **XLR INPUT** port at the **TOP RIGHT** of the lectern



- b. Plug the **XLR cable** into the **XLR OUTPUT** port under the right side of the lectern ○



- c. Plug the other end of the **XLR cable** into the **XLR INPUT** wall port in either room, depending on where you want to set up.



## AUDIO CONTROL

1. To change Audio levels select the audio control button on the touch screen ○



2. Audio levels can be adjusted by using the **UP** and **DOWN** arrows above the **MUTE** button.

- a. Projector = laptop ○  
○

b. iPod = headphone jack

c. Lectern = XLR input



### 3. MUTE BUTTON

a. Yellow is on (no sound)

b. Blue is off (sound will play)



**WARNING**  
**IF THE VOLUME**  
**IS TOO HIGH,**  
**YOU WILL**  
**EXPERIENCE**  
**HARSH NOISE**  
**(FEEDBACK)**  
**FROM THE**  
**LECTERN MIC**



## **SHUTTING DOWN THE SYSTEM**

**Once the booking is over, please ensure that all borrowed equipment is returned to the store room and that the system is shutdown properly.**

1. Press the system shutdown button on both touch screens



2. Please wait until the projectors are off and projection screens are up before leaving the space.