

Preparing presentations for showing at St John the Baptist Parish Church, Crowthorne

There are two projectors, one in the Church and one in the hall. These can be linked together as one, or used separately. Both the screens are HD quality and 16:9 format.

1) Church Projector

The projector screen is 2.4 metres wide. The projector and the screen will be operated on your behalf by a member of the AVS support team. The screen will be lowered and raised as required. The screen can also be blanked by the operator prior until the presenter is ready to start.

A laptop can be connected in several different ways. We have two HDMI sockets either side of the Chancel Arch at the front of the Church for people who wish to operate their laptop. There is also an HDMI socket at the AVS desk at the back of the Church where someone else can sit to operate the laptop. The Church laptop has a remote and laser pointer which can be used to operate the slides at a distance of up to 10 metres.

Alternatively, the laptop can be operated wirelessly by means of a small app. If you wish to use wireless, please allow sufficient time to install the app, if not already installed.

We have two 5 metre hdmi leads. If your laptop only has a vga connector, we have a powered adaptor to convert vga to hdmi.

Once the presentation is available and connected, it can be viewed on the main screen and also on the LCD screen in the sanctuary for use by the choir. This is again achieved by an AVS operator selecting the appropriate input on the control tablet.

2) Hall projector

The Hall Projector is switched on by means of the AVS tablet. If you need sound, the speakers are operated using the manual volume control on the wall.

The hall screen is 1.8 metres wide.

As with the Church projector, a laptop can be connected using an hdmi lead. The socket is on the wall next to the speaker control. If you use the local hdmi input, you will need to switch the projector input to hmdi2 (using the tablet).

For users wishing to use vga connectors, it will also be necessary to use a vga-hdmi conversion box which requires mains power. This unit is in the box of leads.

The laptop can also be connected by means of wireless – see the following section.

3) Microphones

We have four handheld microphones with stands, and four lapel microphones. These can be deployed in either the Church, or the Hall, or both working together. The microphones are operated using the AVS tablet.

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4) Wireless Operation

The projectors in the hall and the Church can be operated wirelessly. It is possible to show a single presentation on both screens at the same time. However, if the projectors are required to show different presentations **at the same time**, then the one in the hall will need to use an hdmi cable.

In order to use wireless, switch on the projector concerned and select wireless input. On the laptop, open a browser and type the address

192.168.1.200

The "VIA" screen will appear. On the first occasion, you will need to download and install the VIA app, either as a windows or apple application. Once installed, you can login to VIA using the four digit password displayed on the screen. You will then be connected.

The source for the projector screens is selected by means of the control tablet. HDMI1 is the wireless connection, HDMI2 is the local connection.

5) The AVS Support team

Someone from the AVS support team will be made available to assist people who need to use some of the advance features of the AVS system.

Examples of advanced use are operation of several microphones for drama presentations, setting up and showing a powerpoint presentation, playing a DVD, or a CD.

The team consists of Ken Perrett and James Laverick. The team would welcome new members – just have a word with one of us to get involved.