

**St John the Baptist Parish Church
Crowthorne**

**Guide to the use of the
Audio-Visual System**

St John the Baptist Church, Crowthorne

Guide to the use of the AVS

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1) Introduction

This document is provided to enable users to operate the Audio-Visual System (AVS) at St John the Baptist Parish Church, Crowthorne.

The AVS control system is situated in the control cabinet at the back of the Church. Provided you have the access code, you can operate the entire system.

The AVS is operated using a Samsung tablet. The tablet and microphones are stored in the AVS cabinet.

If you need assistance, please approach one of the AVS Support Team – details given on Page 16.

2) Responsibilities for operation of the AVS

Welcome Teams are responsible for switching the AVS on and off for Sunday services, for putting out the required microphones, and for switching them off and putting them away afterwards.

The 8am Sunday Service Welcome Team should open the cabinet, turn on the system, put out the required microphones, and turn on the stand microphones.

The 10am Welcome team should ensure that all microphones are turned off after use, put away in the cabinet and charging. The control tablet should be switched off and put back in the cabinet. The cabinet should be locked, with the key back in the key safe.

For other services, where welcome teams are not available, the clergy may need to switch the system on and off. The AVS Support Team are available to assist with more complicated use

of the AVS. Anyone at Church who wishes to undergo some training in the use of the AVS should contact the AVS Support Group.

3) Operation for a normal Church Service

a) Opening the cabinet

The key to the cabinet is in the wall safe mounted on the other side of the wall where the cabinet is situated. You will require the 4-digit combination. Please lock up after use and replace the key in the key safe. There is a spare key in the office drawer of the vicar's vestry.

b) Turning the system on and off

To turn on the system you will need the Samsung tablet. There are two of these and you may use either one. One is kept in the AVS cabinet. The other is in the vicar's vestry.



To switch the tablet on, you press the power button as shown by the blue arrow in the image above. The amount of remaining battery is shown at the top of the screen. There is a

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charge lead on the AVS desk if you need to put the tablet on charge.

You may need to swipe your finger across the screen to get to the apps page. Select KTOUCH – the AVS app will open.



On the front page of the app, there is a single button to power up the system. When you press this button, the various components are powered up in sequence so allow time for this process to be completed.

If the system has already been powered up, you can “skip” to the next page by pressing the button marked “skip”. This is useful if you wish to change to a different preset.

Once the system is powered up, you will be presented with a choice of three pre-sets:

- Lady Chapel
- Normal Service
- Large Service

Select “Normal Service” for both 8am and 10am Sunday services, “Lady Chapel” for the 10am Wednesday service and

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“Large Service” when the service is expected to overflow into the hall, such as on Remembrance Day.

All of these presets will activate the hearing loops.



The power-off button for the AVS is also on this page.

c) Putting out the Microphones

The microphones stored inside the cabinet should all show a green light in the charger to show that they are fully charged.

The lapel microphone leads are in the drawer below the charger. Insert the jack plug and ensure that the cap is screwed down. Lapel mikes 1 and 2 are for the President and Deacon respectively.

Place “handheld 1” on the reading desk stand, “handheld 2” in the lectern stand, and “handheld 3” in the stand adjacent to the piano. Switch them all on.

Switch on the pulpit microphone using the switch on the stem of the microphone in the pulpit.

d) After use

After use, turn off all the microphones. Remove the lapel microphone leads, roll up and place one in each of the cardboard boxes in the tray. Insert all the microphones back into the chargers. The labels on the handheld mikes need to face forward to correctly engage. Check that all microphones are charging – a red light indicates that the microphone is docked correctly and charging.

e) Switching the system off

Power off the system by pressing the power button on the preset page (see above). Then turn off the tablet by pressing and holding the “power on” button on the tablet and selecting the “power off” option. Place the tablet back in the tray in the cabinet. Lock the cabinet and put the key back in the key safe.

4) Pre-set configurations for the AVS

Sound Advice has configured three pre-set configurations to enable St Johns to operate the new AVS system.

Preset	Settings
Normal Service	Lapel mikes 1 and 2 are on in the Church. Stand mikes 1, 2 and 3 are on in the Church. The Pulpit mike is available. All the speakers in the Church apart from the Lady Chapel. Vestibule and Crèche speakers on (but operated manually). Lapel mikes 3 and 4 and Stand mike 4 set for use in the hall.
Lady Chapel	Stand mike 1 on Lapel mike 1 on. Lady Chapel speaker on.

Large service	All mikes and all speakers on, working in both the hall and the church.
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All microphones have been set at our preferred levels for each pre-set configuration. The level of each microphone can be adjusted using the tablet and they can be muted/unmuted.

The speakers in the hall, vestibule and crèche are each operated by a manual control mounted on the wall.

Audio inputs in the Church will be on for all presets. The sound level can be adjusted using the tablet. This applies to:-

- Chancel right (socket behind the chancel arch)
- Chancel left (socket behind the chancel arch)
- Control desk audio plug

All input and output levels will be reset on power-up.

5) Cables and leads

There are two sets of cables and leads for the equipment in a box marked “hdmi and audio leads” under the bookcase in front of the AVS cabinet.

Please replace in the box after use. We currently have:-

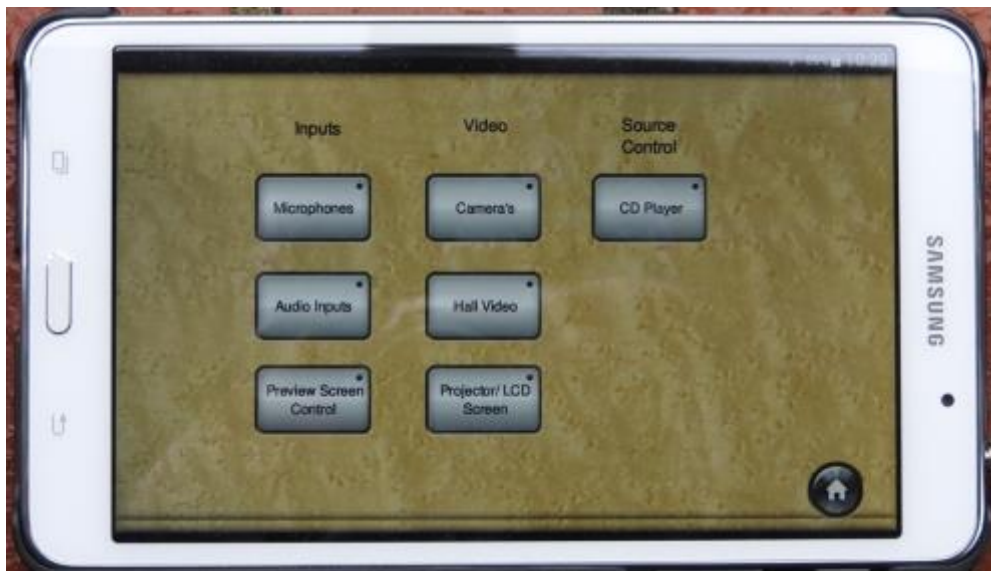
- Two 5 metre hdmi cables
- Two 5 metre vga cables
- Two 5 metre audio cables
- A vga-hdmi converter box. This needs a mains supply.
- A one metre hdmi cable (for use at the desk)
- A lead with two phono plugs on one end and a ¼” audio socket on the other (for electric piano input).

Please let Ken Perrett know if there is a need for any further cables.

6) More options

For most services, it should not be necessary to change any of the settings. However, for more advanced use, you should select “more options” from the preset menu screen.

This will take you to the following screen.



a) Microphones

The “microphones” button will take you to the following screen.



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This shows whether each of the eight radio microphones is assigned to the Church, or hall, or both, whether it is muted and the current volume. You can increase and decrease the volume. All microphone settings will be reset to the values shown when the system is next switched on.

b) Audio inputs

The “Audio inputs” option will take you to the following screen.



This screen enables you to mute/unmute any of the audio inputs, and to change the volumes. The audio inputs are:-

- Stereo left (behind the chancel arch)
- Stereo right (behind the chancel arch)
- Bluetooth (in the sanctuary)
- CD playback (for the CD in the cabinet)
- Desk Stereo (for the 3.5mm audio plug on the desk)
- Main Video Playback (for the hdmi volume)
- Choir mike (fixed)
- Organ mike (fixed)
- Pulpit mike (fixed)

(i) Playing music from an audio device using a cable

A device with an audio output, such as a cd player, phone, tablet, or laptop can be plugged directly into one on the three sockets in the Church – two on the left and right behind the chancel arch at the front of the Church, and one at the control desk at the back of the Church. The sound level in the Church may be controlled from the tablet or the audio device.

(ii) Playing audio using a Bluetooth connection

It is possible to connect by means of a Bluetooth device mounted on the top of the organ screen in the sanctuary. The receiver has a range of around 5 metres. Only one device can be connected at a time.

If you need to change the Bluetooth device, you will need to press the “Bluetooth Pairing reset” button on the tablet.

c) CD player

There is a cd player in the control cabinet. This is controlled by using the control panel on the front of the player. The sound level is adjusted by means of the tablet.

d) Projector/LCD screen

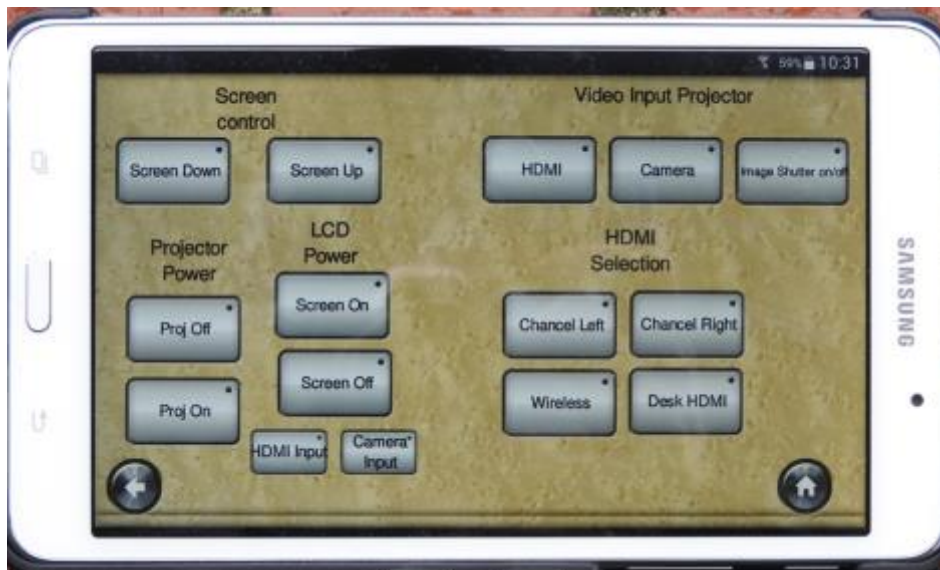
Pressing the “Projector/LCD Screen” button will take you to the following screen.

This enables you to

- lower and raise the screen in the Church,
- turn the Church projector on and off,
- turn on the LCD screen (for use by the choir)
- Select either a presentation or the camera view for the screen,

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- Select the source of the presentation – chancel left, chancel right, desk or wireless,
- Select which camera view is shown, when the camera view is selected



e) *Cameras*

Selecting the “Cameras” option from the “More options” screen will display the following screen.



This is used to select with camera view to be shown.

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The organist will have a separate display and will be able to select a view independently.

The views are fixed and are:

1. Pulpit
2. Choir
3. Back of the Church

f) Hall video

The “Hall video” option will switch on and off the hall projector.

g) Preview screen

This option will enable someone sitting at to preview the cameras, the hdmi inputs and the wireless video.



7) Presentations

There are two projectors, one in the Church and one in the hall. These can be linked together as one, or used separately.

All the screens are HD quality and 16:9 format.

a) Operating the Church screen and projector

The Church screen is raised and lowered by means of the projector screen on the tablet. The projector is also switched on using the tablet.

A laptop can be connected using an hdmi or vga lead at three points. Two of these are on the left and right hand sides at the front of the Church behind the chancel arch. The other is at the control desk.

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.

b) Viewing the presentation

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

c) Operating the hall projector

Select “Hall Video” from the menu of “More options”.

Switch the hall projector on by pressing the green “power on” button. using the tablet. Turn on the speakers using the manual control on the wall and adjust the sound level.

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As with the Church projector, a laptop can be connected using wireless, an hdmi lead or a vga lead. The sockets are on the wall next to the speaker control.

Select the appropriate input on the tablet to switch between sources.

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. 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.

8) 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.

a) AVS Support Team Contact Details

Name	Phone 1	Phone 2	Email
Ken Perrett	01344 773808	07770 877 357	ken@theperretts.net
James Laverick		07711 442140	james@laverick.me