

Instructions on the use of the AVS

Introduction

The AVS is operated using a Samsung tablet. The tablet and microphones are stored in the AVS cabinet. This document is provided to enable anyone to turn on the system for normal use. It is not intended to cover the more advanced features of the AVS. If you need assistance, approach Ken Perrett, James Laverick, Alex Woodage or Berenice Jasper.

Open 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 in the office drawer of the vicar's vestry.

Responsibilities

On a Sunday, the 8am welcome team should open the cabinet, turn on the system, and put out the microphones. The 10am welcome team should ensure that all microphones are put away and charging, the tablet is switched off and back in the cabinet, the cabinet is locked, with the key back in the key safe.

Turning the system on and off

To turn on the system you will need the tablet. Switch it on – switch is top right hand edge of the tablet. 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 switch on the system. When you switch on, the various components are powered up in sequence. If you are using the second tablet, and the system is already on, you can skip this page.

You will be presented with three presets – Select “Normal service” for 8am and 10am Sunday services, “lady Chapel” for the 10am Wednesday service and “Large” for Remembrance Day.

To switch off, press the home button and press the power icon.

Turn off the tablet by pressing and holding the power on button and selecting “power off”.

Microphones

The microphones 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 screw down the cap on each microphone.

Place “handheld 1” on the reading desk stand, “handheld 2” in the lecturn stand. Switch them both on.

Lapel mikes 1 and 2 are for the President and Deacon respectively.

After use, turn off the microphones. Remove the lapel microphone leads, roll up and place in the tray. Insert all 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.