

SOUND AND LIGHT HANDBOOK

**A guide for set up of the audiovisual equipment needed in the
Village Square Theater for Greenspring Village Computer
Club monthly meetings.**

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AUDIOVISUAL INSTRUCTIONS – VS THEATER

Guide for Equipment Set Up for GSV Computer Club Monthly Meetings

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- **Overview of Procedures**

Below are listed most of the tasks that are involved in setting up the Village Square Theater for one to make a presentation via computer using the overhead projector and screen. These procedures would be the same whether the presentation is being made by a person in the Theater or is a remote presentation via Skype or ZOOM. I would suggest setting up in this order:

- Connect computer to Theater cabling and get it booted up. (Someone else may be setting up things in the Control Room – wireless mikes, lights, etc.)
 - If no one is setting up Control Room, then perform those tasks.
 - It is good to have the computer active prior to turning on the overhead projector because it gives the projector a signal to project. If the overhead projector doesn't detect a signal (computer hooked up and running) it will time out and shut off after a few minutes. You then have to wait 5 or 10 minutes before it can be turned back on due to heat/cool down issues.
 - If the presentation is to be remote, go to the instructions below for Skype and ZOOM on Page 7.
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- **Computer Connection to Theater Sound and Projector.**
 - Connect the computer to the VGA monitor and sound (if needed) cables at the right front of the stage area. (If the computer to be used has no VGA port, see below on use of adapters.) There is normally enough cable to allow one to put a laptop on a table on the right side of the stage. If the supplied cable from the wall is insufficient for the planned presentation, see the instruction on VGA Extension Cable Set Up below.
 - Internet connection is only available for our guest presenters through the Erickson Guest WiFi network. Once they open a browser, they will be shown the Erickson disclaimer screen that has an “Accept” option at the bottom. Once they click that button, they should be good to go (no password needed)

on the internet. Resident presenters may wish to use the GSV Resident network.

- When computer connections and the control room settings are completed, check for proper display on the screen.
- When finished, disconnect the VGA monitor and sound cables, coil them neatly and place them below where they plug in to the wall.
- **VGA Extension Cable Set Up.** (I have the 15 foot cable & the necessary adapters).
 - Connect one end of the extension cable to the cable attached to the wall at the right front of the stage area. You must insert a gender changer VGA adapter as well as a gender changer audio adapter.
 - Connect the extension cable to the VGA outlet on the computer and the audio cable, if needed, to the appropriate connection for sound.
 - If the computer to be used has an HDMI outlet rather than a VGA outlet, see the HDMI/VGA Adapter Set Up instructions.
- **HDMI/VGA Adapter Set Up** – Only needed if the computer to be used has no VGA connection and in its place has an HDMI. I have my own adapter set up which is available for use. The adapter set has one HDMI Cable, one power cable, and the adapter unit.
 - Connect one end of the HDMI cable into the adapter unit and the other end

into the HDMI input slot in the laptop. Connect the small end of the power cable into the power slot in the unit and the other into a USB port on the computer.

- Connect the VGA cable and the audio cable into the unit.
- The computer monitor should be mirrored on the Theater screen.
- **Display Port on the Mac/VGA Adapter Set Up** – Macs do not have VGA or HDMI ports but adapters are available for the Mac Display port.
 - Connect one end of the Display Port cable into the display port in the Mac laptop. Connect the other end to the VGA monitor cables at the right front of the stage area other end. Connect the Mac to the sound input if needed.
 - The computer monitor should be mirrored on the Theater screen.
- **iPad Connector/VGA Adapter Set Up** -- VGA adapters for the iPad are also available.
 - Connect one end of the iPad adapter cable to the iPad connector and the other end to the VGA monitor cables at the right front of the stage area other end. Connect the iPad to the sound input if needed,
 - The iPad screen will be mirrored on the Theater screen.
- **Control Room Tasks.**
 - Sound and Light Board Operation. (Normally handled by another Computer Club volunteer).

- Slide Master Control up about $\frac{3}{4}$ of the way.
- Slide Subwoofer Control up about $\frac{3}{4}$ of the way.
- Slide PC Control up about $\frac{3}{4}$ of the way. (Not needed if presenter does not need computer sound for the presentation.)
- If wireless microphones are used, slide the Control corresponding to the number on the microphone.
- When through, return all controls to their original position. Don't turn any power switches off.
- Theater Screen Operation.
 - Use Down control on left wall – as you are facing the screen. Just one push is all that is needed.
 - Item to Note – Behind the curtain on the stage, to the left, is a “Kill” switch that prevents the screen from being accidentally lowered while some other activity is taking place. If the screen fails to lower with the switch in the Control Room, check the “Kill” switch to make sure it isn't turned off.
 - When through, use Up control to retract the screen. Make sure screen has returned to it's original position above the stage.
- Overhead Projector Set Up. Use Control Panel just above the sound and light board.
 - Press the On button.

- Press the PC button. (May take several seconds before you see any activity on the screen. If, after several seconds you don't see any screen activity, push the On button again. If the screen comes on blue indicating no signal, make sure the computer has been properly connected to the PC inputs at the right front of the stage).
 - When through, press the Off button.
- **Remote Presentations**
 - Webcam Setup. Our audience will be viewing our presenter on the Theater screen. The presenter will be seeing whatever our camera is showing.
 - Laptop Built In Webcam – One can use this but you must position the laptop so that the camera is focused on as much of the audience as can be shown. Not recommended for remote presentations.
 - USB Webcam – I have one that can be used or there is one in the Computer Lab. Simply plug it in and then it makes no difference which direction the laptop is facing. The USB webcam can be positioned so the presenter will be able to see most of the audience. The USB webcam has a built in microphone so the person operating our laptop should sit pretty close to the webcam and be ready to relay questions to the presenter if necessary. Depending on the laptop being used, you might need to change the default

webcam from the laptop built in camera to the USB webcam.

- Connecting with remote presenter using ZOOM.
 - Log in to ZOOM.
 - Have email program open to watch for email “Invite” from presenter.
 - Click on link in “Invite” email from presenter.

Notes about Log In – If you have your own personal account with ZOOM, would probably be best to use that. You must give the presenter the email address of the account that you plan to use for the presentation. Otherwise, the link in the “Invite” email will not work. If you choose to use the Computer Club account, use the log in credentials separately provided.

- Connecting with remote presenter using Skype.
 - Log in to Skype.
 - Select the presenter from the “Contact” list.
 - Either make or wait for Video Call to presenter as agreed.

Notes about login – If you have your own Skype account, you may choose to use that. Otherwise, you can use the GSV Computer Club account using the credentials separately provided. You must establish contact with the presenter through Skype prior to the event using the account you plan to use for the event. Skype accounts have a “Handshake” function that must be completed before a video connection can occur. Account 1 contacts Account 2 and asks for permission to add Account 2 to its contact list. Account 2 responds with an affirmative and then each is added to the others account list.

ATTACHMENT A - ZOOM CONNECT PROCEDURES

- **PRIOR TO THE MEETING**
 1. CONTACT THE PRESENTER.
 2. PROVIDE THE PRESENTER WITH THE EMAIL ADDRESS WHERE THE “INVITATION” EMAIL IS TO BE SENT.
 3. MAKE SURE YOU ARE ABLE TO ACCESS, AT WEB LEVEL, THE EMAIL ACCOUNT WHERE THE “INVITE” IS TO BE SENT.
 4. DETERMINE WHEN PRESENTER WILL SEND “INVITE” AND WHEN THE PRESENTER WANTS YOU TO JOIN THE MEETING.

- **MEETING DAY – AFTER COMPUTER IS BOOTED.**
 1. OPEN A BROWSER (IE, FIREFOX, GOOGLE CHROME, SAFARI, ETC.)
 2. OPEN THE EMAIL PROGRAM TO RECEIVE THE EMAIL INVITATION FROM THE PRESENTER.

3. AS MEETING TIME APPROACHES, MONITOR EMAIL PROGRAM FOR RECEIPT OF THE “INVITE” EMAIL.
4. OPEN THE EMAIL WHEN IT ARRIVES – IT WILL CONTAIN A LINK THAT WILL LET YOU “JOIN” THE MEETING THAT THE PRESENTER HAS INITIATED.
5. CLICK ON THE LINK AT THE TIME AGREED TO WITH THE PRESENTER.

ATTACHMENT B - SKYPE CONNECT PROCEDURES

- PRIOR TO THE MEETING
 1. CONTACT THE PRESENTER.
 2. PROVIDE THE PRESENTER WITH THE ACCOUNT NAME YOU WILL BE USING – PROBABLY GS-CC.NET. (HAVE THE PASSWORD HANDY ON MEETING DAY IN CASE YOU SHOULD NEED IT.)
 3. WOULD PROBABLY BE A GOOD IDEA TO MAKE INITIAL SKYPE CONTACT PRIOR TO THE MEETING AS THE INITIAL CONTACT AND RESPONSE PLACES EACH IN THE OTHER'S LIST OF CONTACTS.
 4. DETERMINE A TIME TO MAKE CONTACT ON THE DAY OF THE MEETING AND DETERMINE WHO INITIATES THE CALL.

- MEETING DAY – AFTER COMPUTER IS BOOTED AND SKYPE OPENED.
 1. INITIATE THE CALL.

1. CLICK ON PRESENTER'S NAME IN CONTACT LIST.
 2. CLICK ON VIDEO ICON AT UPPER RIGHT OF SCREEN.
 3. FULL SCREEN - DOUBLE ENDED ARROWS AT UPPER RIGHT.
 4. CLOSE BY CLICKING ON RED PHONE.
2. RECEIVE THE CALL
1. WHEN CALL COMES IN, CLICK ON GREEN CAMERA.
 2. FULL SCREEN – DOUBLE ENDED ARROWS AT UPPER RIGHT.
 3. CLOSE BY CLICKING ON RED PHONE.