

The Edge Event Space

AV User Guide

To use this system for an event, contact su-arts@bath.ac.uk to arrange to borrow the key

IMPORTANT NOTICES FOR USE

- DO NOT unplug any equipment
- DO NOT touch any settings on the speakers, including the on/off switch
- DO NOT turn the system up too loudly. This may cause hearing loss or damage the system
- DO NOT place any items on top of the rack or speakers
- DO NOT lean on the AV rack

Pack Away Procedure

After using the system, you MUST:

- Return all remotes and equipment to their drawers
- Turn off the projector, following directions on guide
- Turn off the sound mixer, following directions on guide
- Tidy all cables back onto their hooks
- Lock all drawers and the rack

This lets others use the system easily after you

AV RACK COMPONENTS

Lockable laptop drawer

Use to play media from a laptop while keeping it secure

USB/SD Media Players

Play images, films, or other media from a USB or SD card

Storage Drawer

Remote controls and other accessories are kept here



HDMI Switcher

Allows you to select from various video inputs

Power Strip

Use to plug in any devices or equipment you are using

Sound mixer

Play audio via Bluetooth, radio, phone jack or XLR cable

All cables are on hooks on the exterior right side of the rack

Playing Audio

WARNING! Please be mindful of noise levels and follow instructions carefully when switching the system on and off to avoid damaging speakers, your ears, and those of the next users

- All audio settings should be changed via the units in the AV rack, please do not adjust any settings on the speakers
- When using a phone or laptop, make sure the volume is turned up high on your device or the system will be very quiet
- To avoid damage, start at a low volume, start playing sound, then adjust level up as needed



TO SWITCH ON

1. Plug any devices needed into jack/XLR cables - The mixer MUST BE OFF when you do this, or you may cause damage
2. Turn on mixer using the On/Off switch
3. Adjust master volume and volume of inputs as needed

TO SWITCH OFF

1. Turn master volume all the way down
2. Switch off the mixer - The mixer MUST BE OFF before unplugging equipment, or you may cause damage
3. Unplug any devices from audio cables and tidy cables

AUDIO INPUTS

Use the corresponding level knobs to adjust volume on these inputs

- MEDIA - Bluetooth/radio player
- INPUT 2 - XLR cable (mic)
- INPUT 3 - XLR cable (mic)
- AUX 1 - phone jack cable
- AUX 2 - HDMI cable (video)

Turn these all down after use

USING BLUETOOTH

1. Set to "Bluetooth Mode" using the source button under the screen
2. Pair your device to "adastra_0003"
3. Play audio from your device
4. Adjust volume using master and media level knobs

TIPS FOR BETTER SOUND

- If you get feedback, check the mic is not in front of or pointed at a speaker, and try turning it down
- If audio is quiet, check your phone or laptop volume
- **The LEDs by the master volume knob are a useful indicator. Red is too loud and may damage equipment**



Playing Video

All media inputs are controlled via the HDMI switcher. Do not change input on the projector remote

REMOTE CONTROLS

Find these in the storage drawer of the rack



Projector remote

Use to turn projector ON/OFF



HDMI Switcher remote

Use In1 - In4 buttons to select inputs



USB/SD Media player remote

Use to operate media player

TO SWITCH ON

1. Connect your laptop or other device
2. Select an input on the HDMI switcher remote—see list below
3. Press POWER ON button on the projector remote—the LED on the projector will go green, but the screen will take time to switch on
4. Input will display - if image is flickering check your laptop is set to extend in your display settings
5. If your video should have sound it will be on AUX 2 of the audio mixer, see audio instructions

TO SWITCH OFF

1. Press STANDBY button on projector remote control
2. Select “OK” when prompted on the screen
3. Remove any devices from HDMI cables and tidy the cable away

INPUT SELECTION

Select from these inputs on the HDMI switcher remote. Be patient as it may take some time for the screen to switch over

- INPUT 1 - USB/SD media player
- INPUT 2 - HDMI connector in laptop drawer
- INPUT 3 - HDMI cable on side of rack

USING MEDIA PLAYER

If you would like to play only one thing, make sure that is the only thing on your USB/SD. See manual for further instructions for use

1. Switch to input 1 using HDMI switcher remote
2. Plug in USB stick or SD card
3. Press power button on the media player remote if it is not on
4. Press home on media player remote
5. Use to select the type of media (music, movie, or photo)
6. Select the correct file- please note files will play on loop
7. Use play/pause, stop, forward and rewind buttons to control playback