

AV Operation Guide

- DO NOT PUSH ANY BUTTON OR SWITCH ON THE EQUIPMENT INSIDE THE RACK!!!
 - DO NOT TAKE THE iPad OUT OF THE AV ROOM. IT IS A CHURCH PROPERTY AND IS NOT FOR ANY OTHER USE.
 - DO NOT ADD OR REMOVE WIRES OR EQUIPMENT FROM AV ROOM WITHOUT YOUR IT DEACON CONSENSUS.
 - IF NO ONE WILL USE THE SYSTEM AFTER YOU, YOU MUST TURN OFF THE SYSTEM.
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1. Login to iPad. This iPad is referred to the controller thereafter.
 2. On the controller screen, you should find two big red buttons. ON button is to turn the system on, OFF button is to turn the system off. Once you click on one of these two buttons, you will be asked to confirm your selection.
 3. On the controller screen there are sections for you to switch input source to projector groups. Front left, right and back projectors make a group, front center projector makes another group. One group can take only one input source at any given time. Switching input source by clicking on a radio button, which should represents mac, podium, camcorder or laptop.
 4. RCCC DTV now has two channels. You can use different inputs for the two channels; these sources are the same as the sources for projectors. If you just turned on the system, the two channels will always use Mac as their input source, you should set different input sources for two channels.
 5. You can freeze/unfreeze/on/off individual projector by selecting a projector first, an action, then click on the apply button. If you work on something and do not want audience to see the process, you can freeze projectors, then unfreeze it after you get things ready.
 6. Mac and Laptop now share same monitor. Use the switch under the monitor to display extended content from Mac or Laptop onto the monitor. Push the left button on the switch to make the monitor as the Laptop secondary monitor, push the right button on the switch to make the monitor as the Mac secondary monitor. The monitor has to be set to extend (not duplicate) the main screen and the resolution HAS to be 1400x1050 at 60hz. Mac audio goes to mixer input 15 & 16. Laptop audio goes to mixer input 23 & 24, if you hear buzz sound, you probably have to turn down gains on these channels.
 7. Start audio recording by clicking on Start button; stop the recording by clicking on Stop button. Click on Convert & Upload button to upload the mp3 to our web site.