

## BANQUET ROOM AUDIO VIDEO USERS GUIDE

The 50" plasma TV/MONITOR in the BANQUET ROOM is available to all groups and individuals who reserve the BANQUET ROOM. If, after reading the section of this document that pertains to your intended use you still lack the technological knowledge to make use of it, please contact the CHURCH OFFICE for additional instruction. The possible uses include the following:

**I. USE IT WITH THE CHURCH'S USB THUMB-DRIVES:** You can use the TV/MONITOR to play a SLIDESHOW, MUSIC, or MOVIES using preloaded THUMB-DRIVE you check out from the CHURCH OFFICE. We hope to have a variety of these available, filled with appropriate PICTURES from our church life, with Moravian MUSIC, etc. The THUMB-DRIVE plugs directly into the TV. (Page 2)

**II. USE IT WITH PERSONAL USB THUMB-DRIVE:** You can use the TV/MONITOR to play a SLIDESHOW, MUSIC, or MOVIES using your personal USB THUMB-DRIVE. The USB-THUMB-DRIVE plugs directly into the TV. (Page 4)

**III. USE IT WITH THE CHURCH'S BLUE RAY/DVD/CD PLAYER:** You can use the TV/MONITOR with a BLUE RAY/DVD/CD PLAYER to play BLUE RAY DISCS, DVD'S, AND CD'S supplied by you. The player is connected to the TV/MONITOR using a single HDMI CABLE. Both are available from the CHURCH OFFICE. (Page 7)

**IV. USE IT WITH YOUR LAPTOP COMPUTER:** You can use the TV/MONITOR with your laptop computer. (Page 9)

- A. If your computer has an HDMI connection you can play Hi-Def PICTURES and VIDEO with SOUND. The church will supply you with an HDMI CABLE.
- B. If your computer has a MINI-DVI connection you can play HI-DEF PICTURES and VIDEO, but will need a 3.5 to RCA Stereo Cable to play SOUND. Both adapters are available in the CHURCH OFFICE.
- C. If your computer has a 15 PIN VGA connector, you can play VGA Quality VIDEO and PICTURES. This is fine for POWER POINT PRESENTATIONS. If you need to play SOUND also, you will need a 3.5 to RCA STEREO CABLE.

**V. MEDIA TYPES: LOOK HERE TO SEE WHAT KIND OF MEDIA THE TV/MONITOR AND BLUE RAY DVD PLAYER WILL PLAY**

## **I. USING THE TV/MONITOR WITH A USB THUMB-DRIVE SUPPLIED BY THE CHURCH.**

To use the TV/MONITOR with a USB THUMB-DRIVE supplied by the church do the following:

- A. Drop by the CHURCH OFFICE before the time of your BANQUET ROOM Reservation to pick a USB THUMB-DRIVE from our selection. This is constantly changing, but includes:
  1. PICTURES of various events
  2. Selections of Moravian MUSIC
  3. A Screen Saver that Duplicates the Seal we have in our Sanctuary on a black background. This is very elegant.
- B. At the same time pick-up the SOUND KEY to turn on the SOUND SYSTEM for playing MUSIC or VIDEOS, and a copy of this BANQUET ROOM AUDIO/VIDEO USER'S GUIDE.
- C. Cut on the sound in the BANQUET ROOM:
  1. Insert the SOUND KEY in the KEY SLOT on the right-hand plate on the wall where the Stain Glassed Windows are located and turn the SOUND KEY to ENABLED.
  2. Push the round BLACK BUTTON on the same right plate to turn on the system.
  3. The WHITE BUTTON marked 1 comes on by default. It allows you to hear what is playing in the Fellowship Hall. Push the WHITE BUTTON marked 2 on the left plate until it lights up to power the TV/MONITOR.
  4. Turn both VOLUME DIALS on the left plate until they line up with the RED DOTS. This turns the volume down to the minimum audible volume to prevent overloading the system. Adjust the volume up to an appropriate level once the MUSIC or VIDEO starts to play. Please note that the sound is distributed equally throughout the room with 10 STEREO SPEAKERS located in the ceiling.
- D. Insert the USB THUMB-DRIVE in the TV/MONITOR on the left Rear. The USB CONNECTION is marked with RED TAPE.
- E. Take down the REMOTE. It is located behind the TV/MONITOR on the right and secured to the mounting board with a patch of Velcro.

- F. Cut on the TV/MONITOR using the red POWER BUTTON on the REMOTE. Don't forget to aim the REMOTE at the TV/MONITOR, just like at home.
- G. Press the clearly labeled SOURCE BUTTON on the REMOTE it is just below and to the right of the red POWER BUTTON.
- H. Look at the SCREEN. It will take a second but the USB THUMB-DRIVE will appear on the LIST OF AVAILABLE SOURCES.
- I. If you don't see it, use the DOWN ARROW on the 5-WAY controller located on the bottom half of the REMOTE to page down to the USB THUMB-DRIVE and push the CENTER BUTTON OF THE 5-WAY CONTROLLER to SELECT it.
- J. You are given an option of INSTALLING SOFTWARE or MEDIA PLAY. Use the RIGHT ARROW of the 5-WAY CONTROLLER to page to and select MEDIA PLAY.
- K. Look at the SCREEN on the TV/MONITOR. It will present you with the option to PLAY A MOVIE, PLAY MUSIC, or SHOW PICTURES. Use the 5-WAY CONTROLLER to page to whatever is appropriate and hit the CENTER BUTTON of the 5-WAY CONTROLLER to select it.
- L. USE the 5-WAY CONTROLLER to page to and open the appropriate directory. They are named for content. Use the 5-WAY CONTROLLER to page to the first MOVIE, MUSIC, or PICTURE you wish to display. Use the CENTER BUTTON of the 5-WAY CONTROLLER to play it. After you have made your selection, every item in the directory will play in sequence.
- M. If you wish to play a SLIDE-SHOW and MUSIC at the same time do the following:
  - 1. First start the SLIDE-SHOW by selecting PICTURES.
  - 2. Then use the TOOLS button located just above the 5-WAY CONTROLLER on the left to page to bring up the TOOLS MENU.
  - 3. Use the DOWN ARROW of the 5-WAY CONTROLLER to page down to PLAY BACKGROUND MUSIC. It says OFF. Use the RIGHT ARROW to turn it ON.
  - 4. You will be presented with a dialogue box that reads "DO YOU WANT TO SET BACKGROUND SETTING NOW?"

5. USE the CENTER BUTTON on the 5-WAY CONTROLLER to say YES. You will be presented with the folders on the USB-DRIVE.
  6. Use the 5-WAY CONTROLLER to page to the appropriate MUSIC folder.
  7. USE THE CENTER BUTTON on the 5-WAY CONTROLLER to open it.
  8. Use the YELLOW "C" BUTTON located just below the 5-WAY CONTROLLER to select the songs you wish to play, and then use the 5-WAY CONTROLLER according to the directions on the screen to start the music.
- N. When you have finished using the BANQUET ROOM TV/MONITOR with your personal USB THUMB-DRIVE do the following:
1. Turn off the TV/MONITOR.
  2. Remove the REMOTE from behind the TV/MONITOR on the Right.
  3. Turn Off the Sound System and retrieve the Key.
  4. Return everything to the CHURCH OFFICE that you checked out from the CHURCH OFFICE, including THUMB-DRIVES.

## II. USING THE TV/MONITOR WITH YOUR PERSONAL USB THUMB-DRIVE

To use the TV with your personal USB THUMB-DRIVE do the following:

- A. Use your computer to fill any USB THUMB-DRIVE with your own with PICTURES, MUSIC, OR VIDEOS.
  - 1. PICTURES: Use JPG format with a maximum size of 1920 pixels on the horizontal edge to minimum size of 1600 pixels on horizontal edge for best results. To play a SLIDESHOW of 50 PICTURES, just put 50 PICTURES in one FOLDER and remember what you named it. You can create multiple FOLDERS for multiple SLIDESHOWS.
  - 2. MP3 MUSIC FILES: MP4 will not play on a THUMB-DRIVE. Put all the MUSIC you wish to play at one time in single FOLDER. This automatically creates a PLAY LIST. You can create multiple FOLDERS for multiple PLAY LISTS.
  - 3. VIDEO FILES: To play VIDEO off a USB THUMB-DRIVE it must be in MPEG format in Hi-Def, EGA, VGA, etc., and it must have a FRAME RATE of less than 30 frames per second. Put all the VIDEOS you wish to play at one time in single FOLDER. This automatically creates a PLAY LIST. You can create multiple FOLDERS for multiple PLAY LISTS. If you are unsure about any of these instructions, you should probably play your VIDEO off your computer.
- B. Reserve the BANQUET ROOM.
- C. Drop by the CHURCH OFFICE in Advance to pick up the SOUND KEY to turn on the SOUND SYSTEM for playing MUSIC or VIDEOS, and a copy of this BANQUET ROOM AUDIO/VIDEO USER'S GUIDE.
- D. Cut on the sound in the BANQUET ROOM:
- E. Insert the SOUND KEY in the KEY SLOT on the right-hand plate on the wall where the Stain Glassed Windows are located and turn the SOUND KEY to ENABLED.
- F. Push the round BLACK BUTTON on the same right plate to turn on the system.
- G. The WHITE BUTTON marked 1 comes on by default. It allows you to hear what is playing in the Fellowship Hall. Push the WHITE BUTTON marked 2 on the left plate until it lights up to power the TV/MONITOR.
- H. Turn both VOLUME DIALS on the left plate until they line up with the RED DOTS. This turns the volume down to the minimum audible volume to prevent overloading the system. Adjust the volume up to an appropriate

level once the MUSIC or VIDEO starts to play. Please note that the sound is distributed equally throughout the room with 10 STEREO SPEAKERS located in the ceiling.

- I. Insert the USB THUMB-DRIVE in the TV/MONITOR on the left Rear. The USB CONNECTION is marked with RED TAPE.
- J. Take down the REMOTE. It is located behind the TV/MONITOR on the right and secured to the mounting board with a patch of Velcro.
- K. Cut on the TV/MONITOR using the red POWER BUTTON on the REMOTE. Don't forget to aim the REMOTE at the TV/MONITOR, just like at home.
- L. Press the clearly labeled SOURCE BUTTON on the REMOTE it is just below and to the right of the red POWER BUTTON.
- M. Look at the SCREEN. It will take a second but the USB THUMB-DRIVE will appear on the LIST OF AVAILABLE SOURCES.
- N. If you don't see it, use the DOWN ARROW on the 5-WAY CONTROLLER located on the bottom half of the REMOTE to page down to the USB THUMB-DRIVE and push the CENTER BUTTON OF THE 5-WAY CONTROLLER to SELECT it.
- O. You are given an option of INSTALLING SOFTWARE or MEDIA PLAY. Use the 5-WAY CONTROLLER to select MEDIA PLAY.
- P. Look at the SCREEN on the TV/MONITOR. It will present you with the option to PLAY A MOVIE, PLAY MUSIC, OR SHOW PICTURES. Use the 5-WAY CONTROLLER to page to whatever is appropriate and hit the CENTER BUTTON of the 5-WAY CONTROLLER to select it.
- Q. USE the 5-WAY CONTROLLER to page to and open the appropriate directory. They are named for content. Use the 5-WAY CONTROLLER to page to the first MOVIE, MUSIC, or PICTURE you wish to display. Use the CENTER BUTTON of the 5-WAY CONTROLLER to play it. After you have made your selection, every item in the directory will play in sequence.
- R. If you wish to play a SLIDE-SHOW and MUSIC at the same time do the following:
  - 1. First start the SLIDE-SHOW by selecting PICTURES.
  - 2. Then use the TOOLS button located just above the 5-WAY CONTROLLER on the left to page to bring up the TOOLS MENU.

3. Use the DOWN ARROW of the 5-WAY CONTROLLER to page down to PLAY BACKGROUND MUSIC. It says OFF. Use the RIGHT ARROW to turn it ON.
4. You will be presented with a dialogue box that reads "DO YOU WANT TO SET BACKGROUND SETTING NOW?"
5. USE the CENTER BUTTON on the 5-WAY CONTROLLER to say YES. You will be presented with the folders on the USB-DRIVE.
6. Use the 5-WAY CONTROLLER to page to the appropriate MUSIC folder.
7. USE THE CENTER BUTTON on the 5-WAY CONTROLLER to open it.
8. Use the YELLOW "C" BUTTON located just below the 5-WAY CONTROLLER to select the songs you wish to play, and then use the 5-WAY CONTROLLER according to the directions on the screen to start the music.
- S. When you have finished using the BANQUET ROOM TV/MONITOR with your personal USB THUMB-DRIVE do the following:
  - T. Turn off the TV/MONITOR.
  - U. Remove the REMOTE from behind the TV/MONITOR on the Right.
  - V. Turn Off the Sound System and retrieve the Key.
  - W. Return everything to the CHURCH OFFICE that you checked out from the CHURCH OFFICE, including THUMB-DRIVES.
  - X. Do not forget your personal THUMB-DRIVE. We cannot assume responsibility for it, or the material it contains.

### **III. USING THE TV/MONITOR WITH A BLUE RAY/DVD/CD PLAYER**

To use the TV/MONITOR WITH a BLUE RAY/DVD/CD PLAYER do the following:

- A. If you wish to play CD's, DVD's or BLUE RAY DISK drop by the CHURCH OFFICE and pick up our BLUE RAY/DVD/CD PLAYER, and an HDMI to HDMI CABLE.
- B. At the same time pick-up the SOUND KEY to turn on the SOUND SYSTEM for playing MUSIC or VIDEOS, and a copy of this BANQUET ROOM AUDIO/VIDEO USER'S GUIDE.
- C. Cut on the sound in the BANQUET ROOM:
  1. Insert the SOUND KEY in the KEY SLOT on the right-hand plate on the wall where the Stain Glassed Windows are located and turn the SOUND KEY to ENABLED.
  2. Push the ROUND BLACK BUTTON on the same right plate to turn on the system.
  3. On the Push the WHITE BUTTON marked 2 on the left plate until it lights up.
  4. Turn both VOLUME DIALS on the left plate until they line up with the RED DOTS. This turns the volume down to the minimum audible volume to prevent overloading the system. Adjust the volume up to an appropriate level once the MUSIC or VIDEO starts to play. Please note that the sound is distributed equally throughout the room with 10 STEREO SPEAKERS located in the ceiling.
- D. Plug one end of the HDMI CABLE into the BLUE RAY/DVD/CD PLAYER and the other end of the HDMI CABLE into the wall socket immediately below the TV.
- E. Take down the REMOTE. It is located behind the TV/MONITOR on the right and secured to the mounting board with a patch of Velcro.
- F. Cut on the TV/MONITOR using the RED POWER BUTTON on the REMOTE. Don't forget to aim the REMOTE at the TV/MONITOR, just like at home.
- G. Press the clearly labeled SOURCE BUTTON on the REMOTE it is just below and to the right of the red POWER BUTTON.
- H. Look at the SCREEN. It will take a second but the BLUE RAY/DVD connection will appear in the list of AVAILABLE DEVICES.



- I. Use the 5-WAY CONTROLLER (4 ARROW KEYS and an EXECUTE BUTTON) located on the bottom half of the REMOTE to page down to the BLUE RAY/DVD connection and push the CENTER BUTTON OF THE 5-WAY CONTROLLER to select it.
- J. Plug-in and switch on the BLUE RAY/DVD/CD PLAYER. It should appear on the screen of the TV/MONITOR. Use the BLUE RAY/DVD/CD PLAYER as you would ordinarily use it at home. Please abide by all COPYRIGHT laws.
- K. It is possible to use a USB-THUMB DRIVE with the BLUE RAY/DVD/CD PLAYER. The procedure is much the same as outlined in sections I and II above. There are some differences. Follow the DIRECTIONS on the SCREEN.
- L. When you have finished using the BANQUET ROOM TV/MONITOR with the BLUE RAY/DVD/CD PLAYER:
  1. Turn off the TV/MONITOR.
  2. Replace the REMOTE behind the TV/MONITOR on the Right.
  3. Turn Off the Sound System and retrieve the Key.
  4. Return everything to the CHURCH OFFICE that you checked out from the CHURCH OFFICE, including the BLUE RAY/DVD/CD PLAYER, the SOUND SYSTEM KEY, this MANUAL, and the HDMI CABLE.

#### **IV. USING A LAPTOP COMPUTER**

You may use the TV/MONITOR in the BANQUET ROOM with a LAPTOP COMPUTER. Do the following:

- A. Reserve the BANQUET ROOM.
- B. Drop by the CHURCH OFFICE and pick-up the appropriate adapter and cable for your computer. Three types are available: HDMI to HDMI, MINI-DVI to HDMI, 15-PIN VGA to HDMI.
- C. At the same time pick-up the SOUND KEY to turn on the SOUND SYSTEM for playing MUSIC or VIDEOS, and a copy of this BANQUET ROOM AUDIO/VIDEO USER'S GUIDE.
- D. Cut on the sound in the BANQUET ROOM:
  1. Insert the SOUND KEY in the KEY SLOT on the right-hand plate on the wall where the Stain Glassed Windows are located and turn the SOUND KEY to ENABLED.
    - a. .
  2. Push the ROUND BLACK BUTTON on the same right plate to turn on the system.
  3. On the Push the WHITE BUTTON marked 2 on the left plate until it lights up.
  4. Turn both VOLUME DIALS on the left plate until they line up with the RED DOTS. This turns the volume down to the minimum audible volume to prevent overloading the system. Adjust the volume up to an appropriate level once the MUSIC or VIDEO starts to play. Please note that the sound is distributed equally throughout the room with 10 STEREO SPEAKERS located in the ceiling.
- E. Plug the appropriate ADAPTER into the port on your laptop, and then plug one end of the HDMI CABLE into the adapter and the other end of the HDMI CABLE into the wall socket immediately below the TV.
- F. Take down the REMOTE. It is located behind the TV/MONITOR on the right and secured to the mounting board with a patch of Velcro.
- G. Cut on the TV/MONITOR using the RED POWER BUTTON on the REMOTE. Don't forget to aim the REMOTE at the TV/MONITOR, just like at home.
- H. Press the clearly labeled SOURCE BUTTON on the REMOTE it is just below and to the right of the red POWER BUTTON.

- I. Look at the SCREEN. It will take a second but the DVI/HDMI connection will appear in the list of AVAILABLE DEVICES. Do not select the PC from the list of AVAILABLE DEVICES. It is the wrong connection.
- J. Use the 5-WAY CONTROLLER (4 ARROW KEYS and an EXECUTE BUTTON) located on the bottom half of the REMOTE to page down to the DVI/HDMI connection and push the CENTER BUTTON OF THE 5-WAY CONTROLLER.
- K. Cut on your LAPTOP and use it as you ordinarily would. Depending upon your preferences, the TV/MONITOR will either MIRROR your LAPTOP SCREEN or provide you with an additional MONITOR.
- L. Is possible to play MUSIC, PICTURES and most importantly HD-QUALITY VIDEO wirelessly from your LAPTOP. This is an involved process and not for the faint of heart. Start with downloading TV/Mobili from [www.tvmobili.com](http://www.tvmobili.com). It is free as this is written, and available for Windows PCs and Macs. The church cannot take responsibility for members downloading or using this program, but mention it here because some are already using it, and they should know it works with the TV when the BLUE RAY/DVD/BLUE RAY player is also in use.
- M. When you have finished using the BANQUET ROOM TV/MONITOR with your LAPTOP:
  1. Turn off the TV/MONITOR.
  2. Replace the REMOTE behind the TV/MONITOR on the Right.
  3. Turn Off the Sound System and retrieve the Key.
  4. Return everything to the CHURCH OFFICE that you checked out from the CHURCH OFFICE, including the SOUND SYSTEM KEY, this MANUAL, and the HDMI CABLE and ADAPTERS.