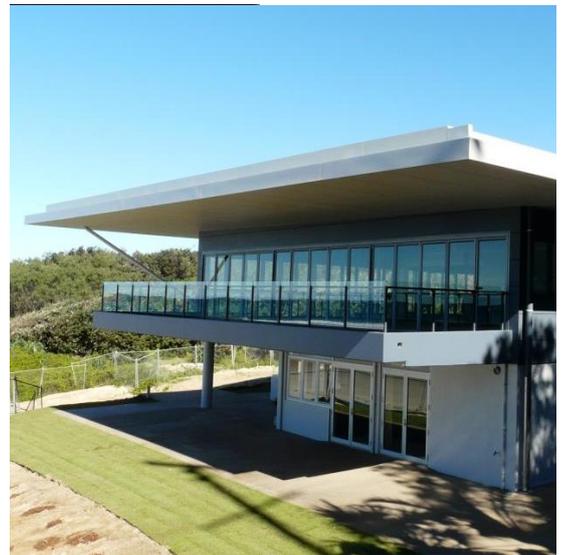
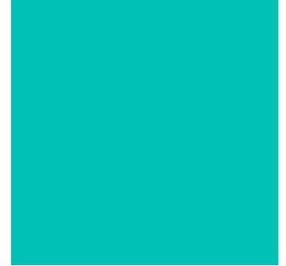


AV System

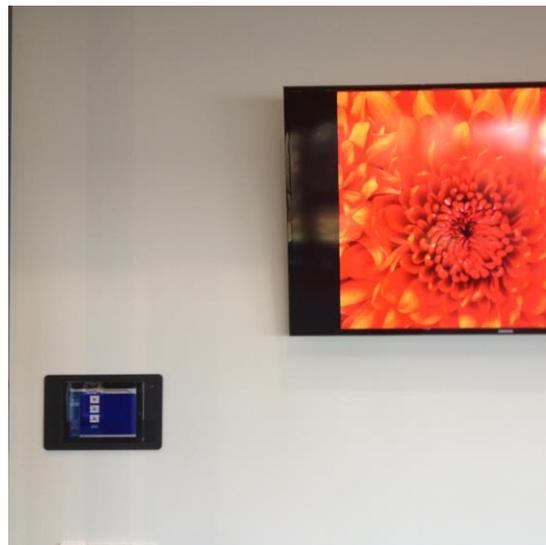
Instructions

Ballina Surf Club



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Phone: 02 6687 6291

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Web: www.ballina.nsw.gov.au

All enquiries can be directed to Council's Community Spaces Team

START UP

Welcome Screen / Password

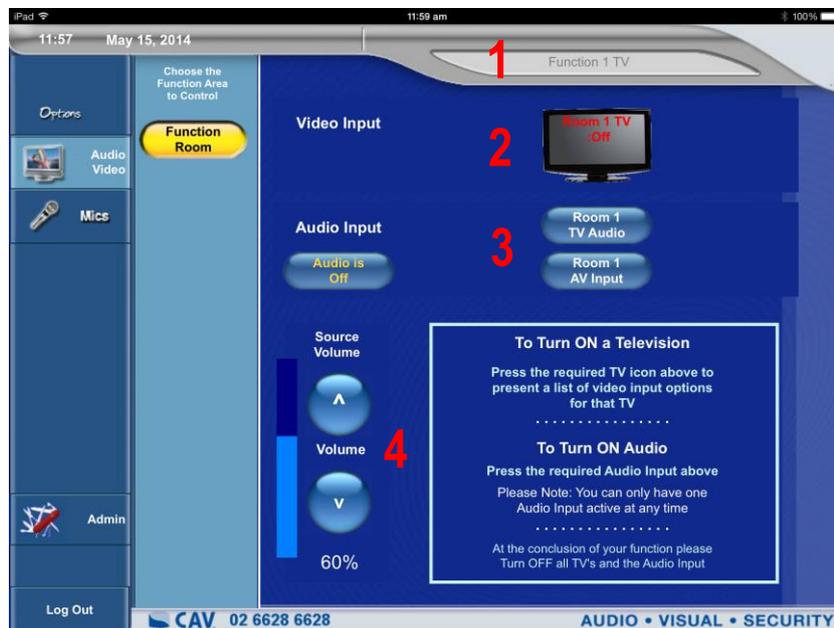
Touch the iPad screen and enter the pin

1133



Home Screen

1. The TV you are controlling
2. Press the TV on the iPad screen to turn on
3. Select the audio source (TV or AV)
4. Adjust the volume

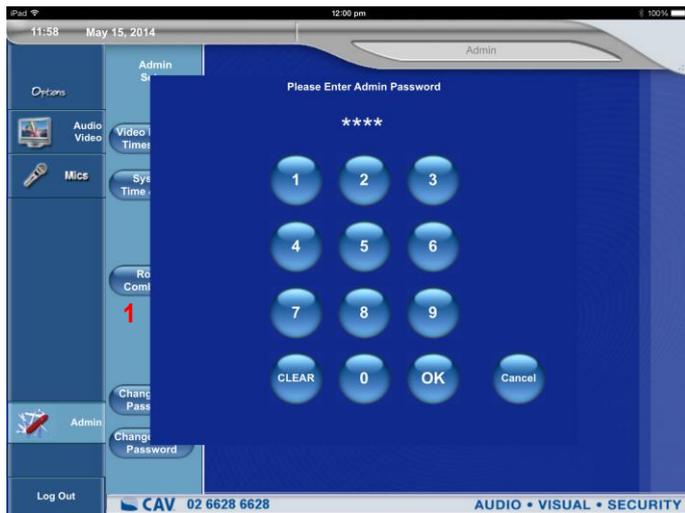


SET UP FOR ONE FUNCTION ROOM (IF YOU HAVE HIRED TWO ROOMS, SKIP TO NEXT PAGE)

This is an important step to ensure that you can control the TV or TVs for your Function space.

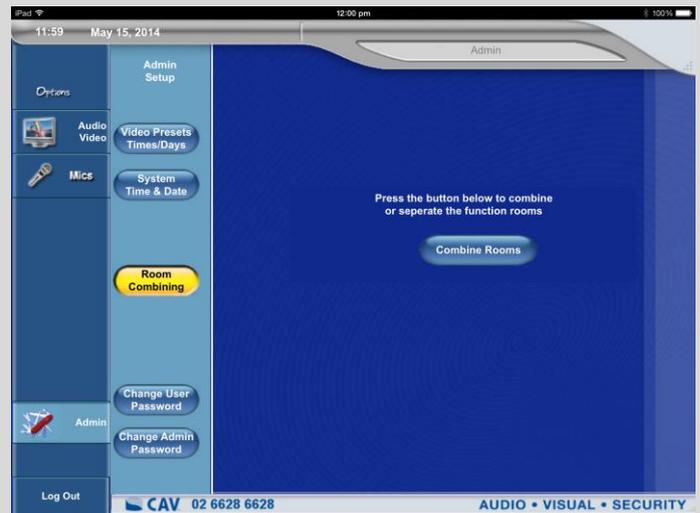
Admin Screen

1. Press Admin
2. Enter pin: **4321**

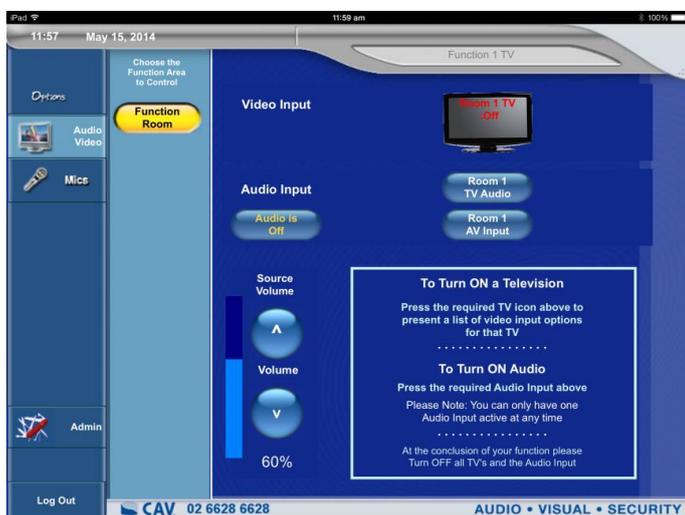


Room Combining Screen

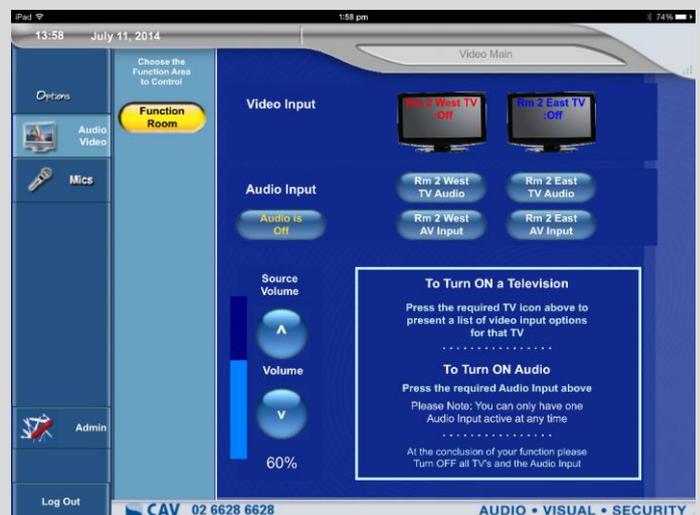
Make sure that the Combine Rooms button is not selected (the screen should look like the picture below)



The screen should show one TV if you are in **Function Room 1**



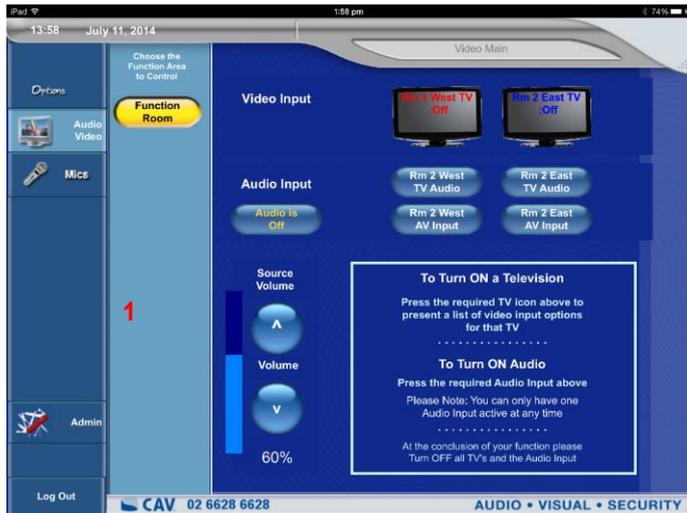
The screen should show two TVs if you are in **Function Room 2**



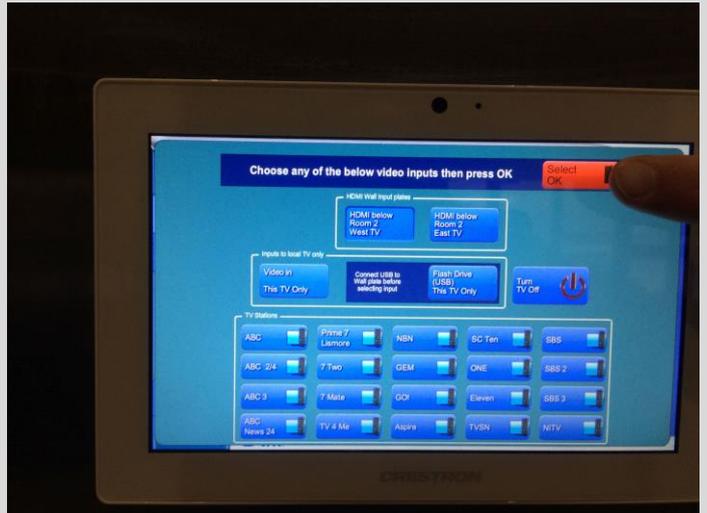
SET UP FOR PROJECTING ONTO BOTH SCREENS GAWANDI ROOM ONLY (IF YOU HAVE HIRED TWO ROOMS, SKIP TO NEXT PAGE)

Plug your computer using a HDMI cable into the HDMI socket located under the West TV (Furthest away from Ocean).

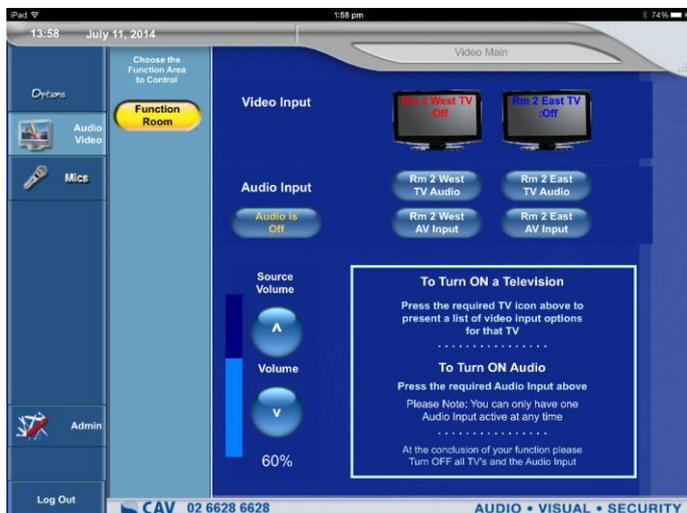
Select the West TV icon



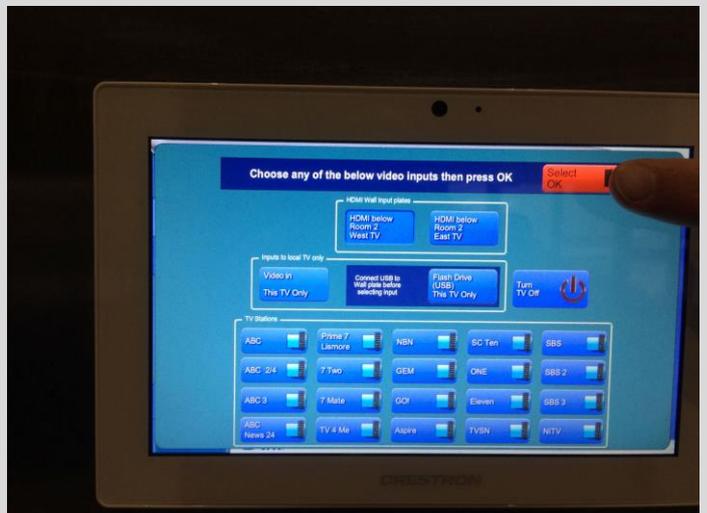
Select the HDMI below West TV
Select OK
You will now be redirected to the previous screen



Select the East TV icon



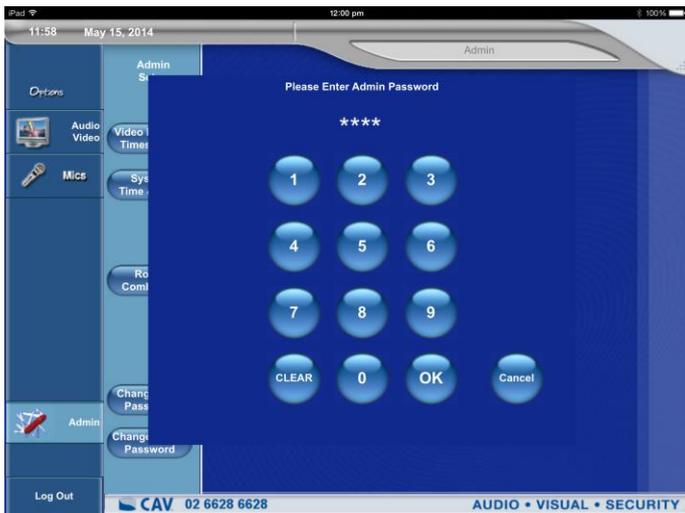
Select the HDMI below West TV again!
Select Ok
Your computer should now project onto both screens



SET UP FOR TWO FUNCTION ROOMS (IF YOU HAVE HIRED ONE ROOM, SEE PREVIOUS PAGE)

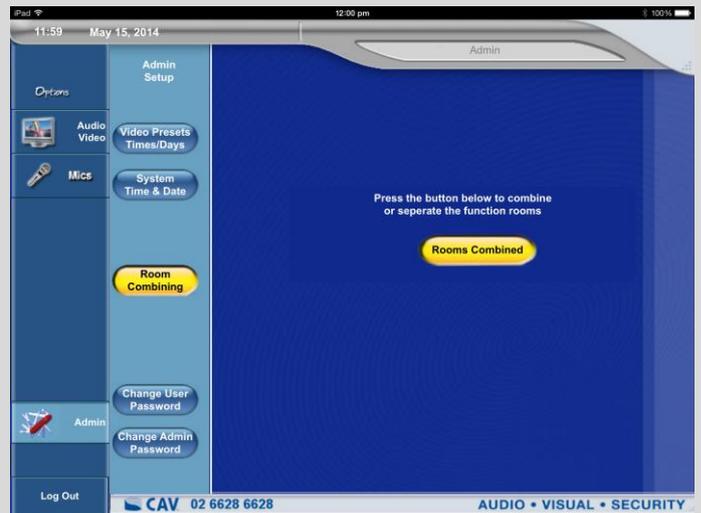
Admin Screen

1. Press Admin
2. Enter pin: **4321**

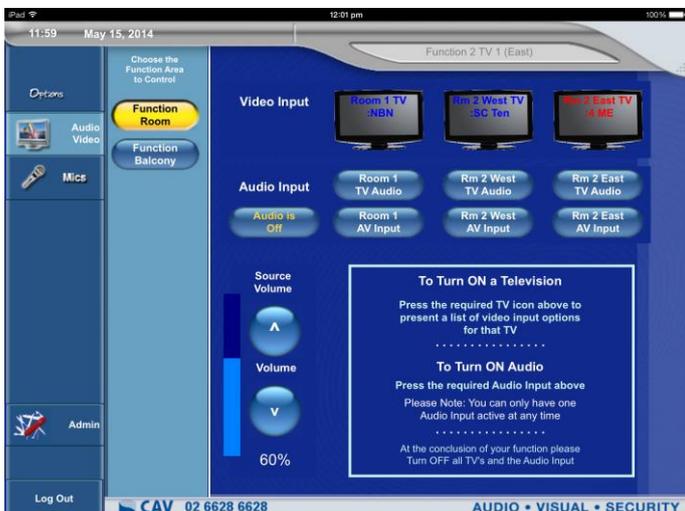


Room Combining Screen

Make sure that the Combine Rooms button is selected (the screen should look like the picture below)



The screen should show all three TVs because you have hired the **Combined Function Rooms**



USING A MICROPHONE

Get the mics out of the box and check that the battery isn't flat

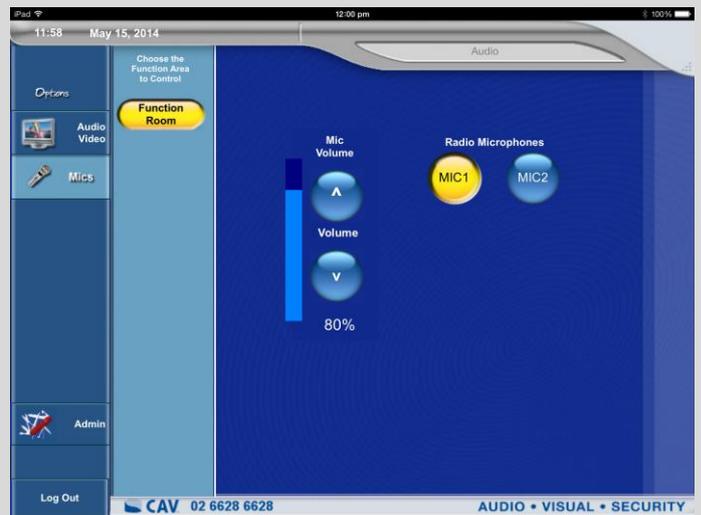
Take note of the number on the mic



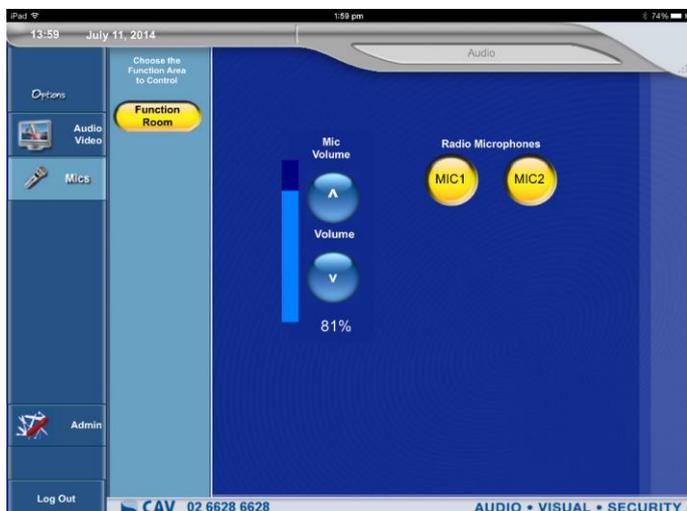
Select Mics

Select MIC1 or MIC2

Adjust the Mic Volume

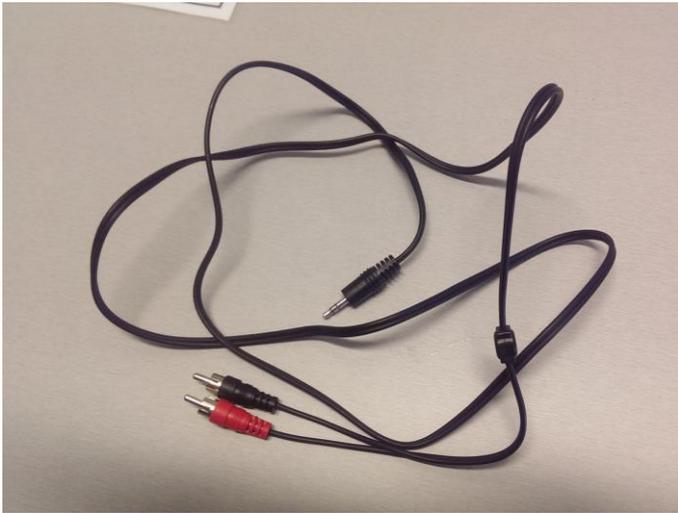


If you are using both mics, select both mics on the iPad



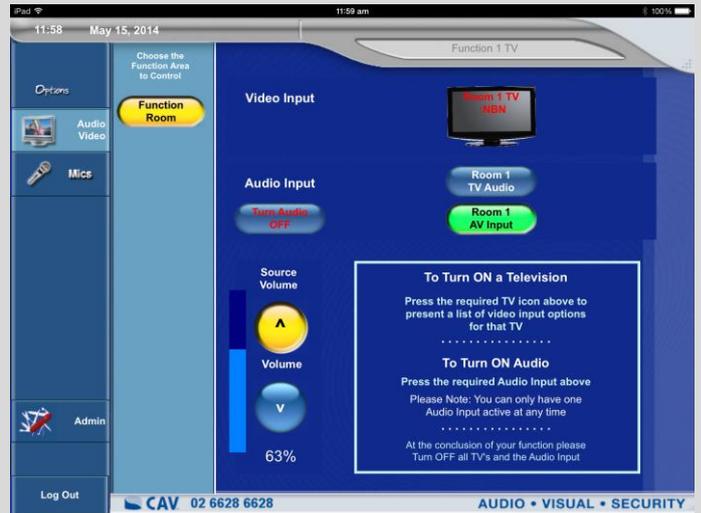
PLAY MUSIC THROUGH AN MP3 PLAYER (IPOD ETC)

Connect Mp3 player to socket under TV using the cord pictured (stored in plastic box in storeroom)



Select **AV Input** option on iPad under corresponding TV where Mp3 player is connected.

Adjust volume

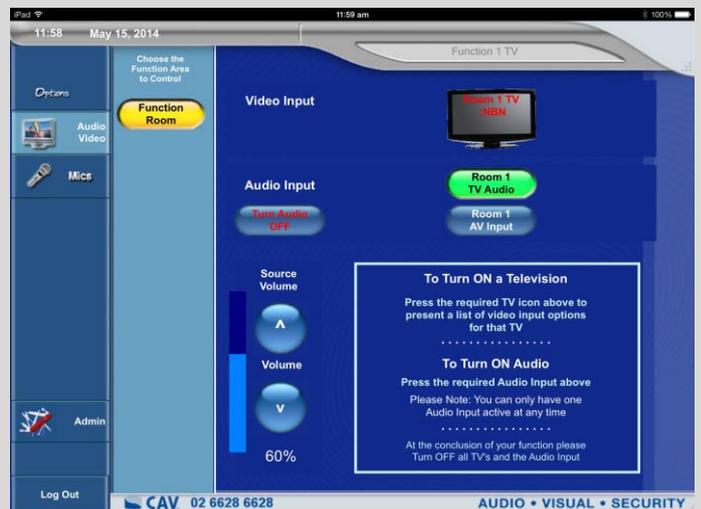


WATCH TV

TV Video
Select a channel
Press OK



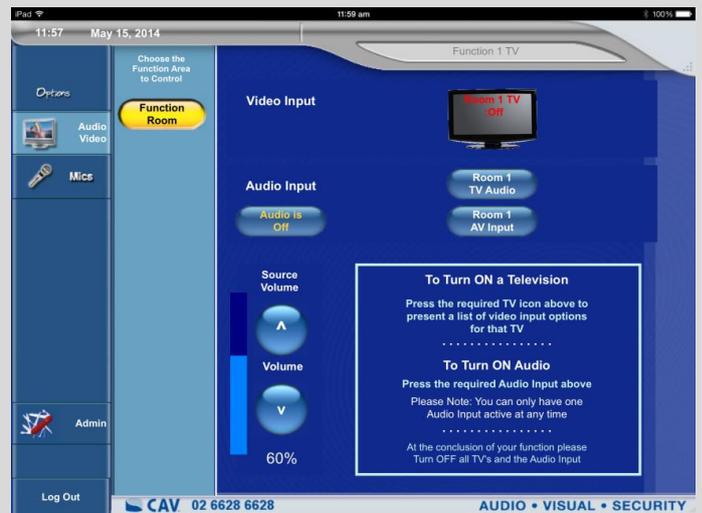
TV Audio
Select TV Audio
This selects what you want to hear through the speakers.



PROJECT COMPUTER ONTO TV USING HDMI (FOR POWERPOINT PRESENTATIONS ETC)

Connect laptop to HDMI socket underneath TV, or in storeroom, using the cord pictured (stored in plastic box in storeroom)

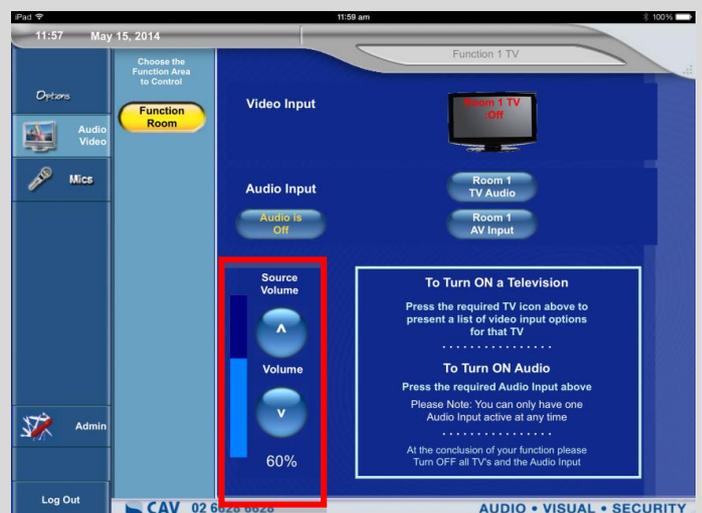
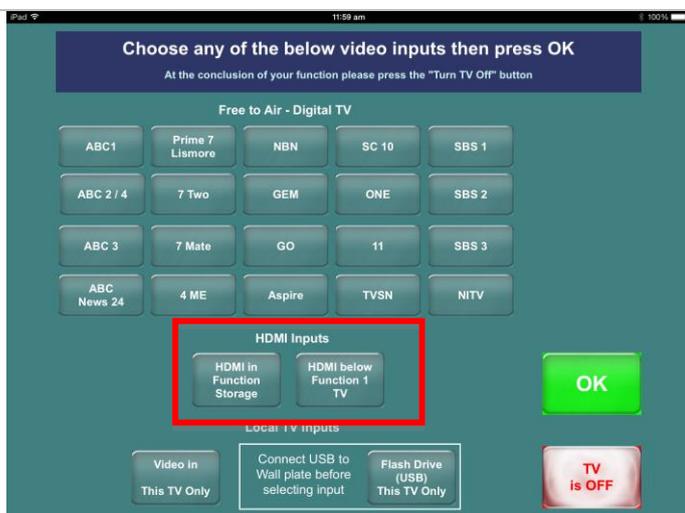
Press on TV that you want the laptop to be projected onto (Function Room 1 setup pictured)



Depending on where your computer is plugged in, select either:

1. HDMI in Function Storage (kitchenette)
2. HDMI below Function 1 TV

Adjust volume



Note: Repeat the above steps if you wish to display your presentation on more than one TV.

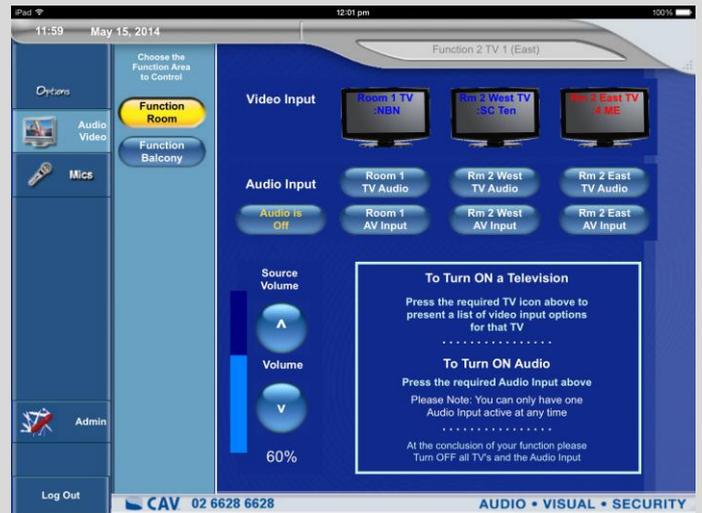
PLAY A PHOTO SLIDESHOW THROUGH USB

Plug USB into wall socket below a TV.

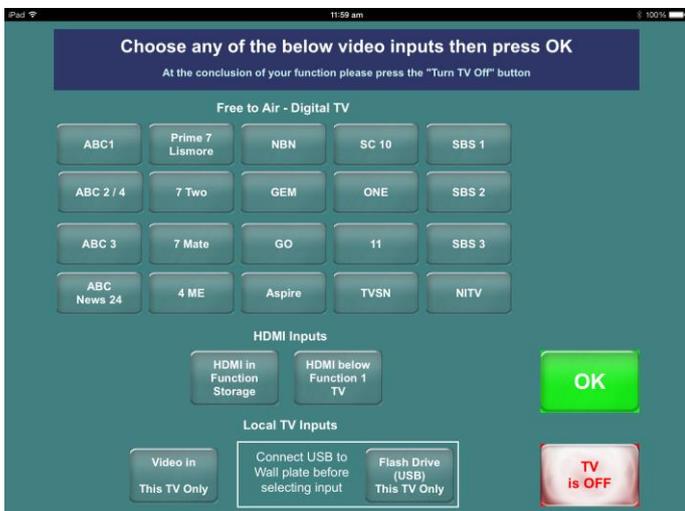
Note: To play photo slideshow on more than one TV, you will need a USB for each TV, or use a laptop and HDMI.



Press the TV that corresponds to where your USB is connected



Select **“Flash Drive USB This TV Only”**



Control the slide show using the arrows etc on the iPad

