

# How to Use the Village Hall Loop/PA/AV Systems

## –Revised February 2024

### Power switch, control boxes and equipment

The power switch and control boxes for the Loop/PA/AV Systems are on the right at the end of the Hall. Please switch the power off when you are finished. To operate the PA/AV system you will need the microphones, remotes, cables and the transmitter box in a equipment bag in the Electrics Room which is off the entrance foyer. Please take care of this equipment, switch it off when you have finished and return it to the Electrics Room. Please let the Booking Clerk know if more batteries are needed. The Electrics Room must be kept locked at all times

### Internet access

You can access the internet using “Tackley Café”, password “cappuccino”.

### Hearing Aid Loop

There is a T system loop for the two thirds of the Hall closest to the main entrance. The hearing loop is working when the PA/AV system is in use.

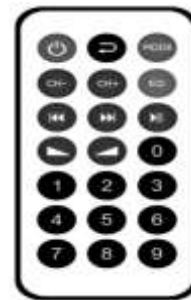
### PA System

When the power switch is on the PA System is live. Turn on a microphone and speak. There is a microphone in a clip on the microphone stand. It can be detached. There are also a lapel microphone and a headset microphone. The lapel microphone and the headset microphone need to be plugged into the 3.5mm socket in the transmitter box. This means only one can be used at a time. The microphone transmitter box has its own volume control. The volume for the handheld/stand mounted microphone can only be adjusted from the amplifier in the locked control cabinet. Please try to work with the current settings. If the setting needs adjusting, please contact the Booking Clerk.

### Audio

The **adastra A4** amplifier has a built-in media player that can play audio from FM radio stations, from a USB A flash drive or from a Bluetooth-connected device.

Use the Mode button on the small white remote to select FM, USB or Bluetooth. The mode will show on the media player display. The |<<, |>> and >|| buttons on the remote operate as controls to switch between FM stations or MP3 tracks. The wedge buttons next to the 0 on the remote will adjust the volume.



#### Using the FM Radio

Press the media player MODE button until the display shows a frequency (e.g. “88.3MHz”). If auto-tuning has already been performed, the display may show a channel (e.g. “CH01”). Step through pre-set stations by pressing the |<<, and |>> buttons. Use the wedge buttons next to the 0 on the remote to adjust the volume.

#### Using the USB socket to play MP3 files

To play MP3 tracks using the USB socket on the wall box, first select USB on the amplifier using the Mode button and then plug a USB A flash drive into the USB socket. The MP3 tracks will begin to play. Use the remote to switch between tracks and control the volume. Only MP3 tracks can be played. (At time of this revision, this function is not working.)

#### Using Bluetooth:

**(Use the adastra media player to connect using the Bluetooth. Avoid using the Sony Disc Player.)**

1. Press the MODE button on the amplifier remote until the display on the amplifier flashes “bBLUE”
2. Open the Bluetooth settings menu on your smart phone, tablet or other sending device
3. Scan for Bluetooth devices and look for “A series” in the list of available devices
4. Select “A series” and the sending device should confirm that it is connected as an audio device.
5. Play audio from the sending device.

#### 3.5mm auxiliary connection

You can play audio from a device that has a 3.5mm auxiliary socket by using the microphone transmitter box. Connect the device to the microphone transmitter box with the 3.5mm auxiliary cable in the equipment bag. You can then use the volume control on the transmitter box to control the volume.

## Audio-Video

The AV system uses an Epson EB-2250U projector. Drop the screen using the buttons on the control box on the wall and use the white Epson remote to turn it on. The projector takes a little while to warm up. There is also a Sony BDP-S6700 Disc Player with its own remote connected to the Epson projector. You can use this equipment to project audio-video in the following ways.

### Projecting from a laptop or other device using the HDMI cable

To project from a laptop or other device that has a HDMI socket, use the HDMI cable in the equipment bag to connect the HDMI output of the device to the HDMI socket in the wall box. Select HDMI on the Epson remote. The Epson remote can be used to control the volume. The Epson remote also has a screen pointer that is operated from the direction buttons on the remote. The page changer on the Epson remote is not enabled in this setup. (On some equipment --usually devices upgraded to Windows 11 from Windows 10--HDMI carries video but not sound. This is an issue with the drivers on the device. If you experience this problem try using Miracast or, if your equipment has a 3.5mm jack, use the provided 3.5mm cable to connect to the microphone transmitter box to play sound.)

### Projecting from a smartphone or tablet using the MHL cable

If your smartphone or tablet has a USB Type-C 3.1 or a Thunderbolt socket, you can use the MHL (Mobile High-Definition Link) cable in the equipment bag to project the device's screen and play sound through the Epson projector. Use the MHL cable to connect the phone's USB Type-C 3.1 or Thunderbolt socket to the HDMI socket in the wall box and select HDMI on the Epson remote. The Epson remote can be used to control the volume.

### Projecting from a smartphone or tablet using Miracast

The Sony Disc Player in the AV system supports the Miracast communication standard. This allows for wireless projecting of video and sound from a device by using a casting app. Depending on the phone brand this app may be called screen mirroring or another proprietary name. If your device supports casting you can use the casting app to send video to the Sony Disc Player and project it from the Epson projector. Turn on the Sony Disc Player and the casting app on your device and connect to the Sony Disc Player.

### Using the Sony Disc Player to access online streaming services

You can use the Sony Disc Player (controlled by the Sony remote) to access all the major internet streaming services including television and project them from the Epson projector.

### Using the Sony Disc Player to play CD, DVD and Blu-ray disc

To play a CD, DVD or a Blu-ray disc you will need to load a disc into the tray of the Sony Disc Player in the locked control cabinet. If you would like to do this, please mention it to the Booking Clerk when you book the Hall. The Booking Clerk will arrange for you to have access to the Sony Disc Player.

## Copyright and licences

It is illegal to play music or video that is subject to copyright without the appropriate licence. The Hall has licences to play music and video as described below. For all other situations hirers of the Hall are responsible for obtaining the necessary licences. If you need guidance about music licences, PPL-PRS (<https://pplprs.co.uk/>) will help you.

### Music

As a community centre the Hall has a combined PPL-PRS CB2 music licence (The Licence) that allows non-profit-making organisations to play music during public events in the Hall and to charge for entrance to these events provided all the profits from the event go to a non-profit-making organisation. PPL-PRS does not require a licence for playing music at a domestic or family event for which no charge is made.

An individual or an organisation that earns a commercial income from its use of the Hall requires its own licence from PPL-PRS to play music in the Hall. Examples would be playing music for fee-paying dancing classes or Zumba or playing background music during a carpet sale.

If you want to stream music from a subscription service (Spotify or similar) at a public event, you must ensure that your subscriber licence covers streaming music in a public place. Most streaming licences are limited to domestic or private streaming. You will need to check.

### TV

The Hall has a BBC TV licence to show television. If you want to stream content from a subscription service (Netflix or similar), you must ensure that your subscriber licence covers showing this content in a public place.

### Movies

The Hall has no general licence to screen movies. Movies on Blu-ray and DVD discs are often restricted to private screening. If you want to screen a movie in the Hall, you need permission from the UK distributor of the movie. Some distributors will give permission for free community screening. In each case you will need to apply to the distributor for permission. There are a number of film distributors. If you need advice on this how to apply for permission, go to the Independent Cinema Office (<https://www.independentcinemaoffice.org.uk/>).