

Hartford Seminary A/V Equipment

The microphones, cords and sound box are stored in a cabinet at the back of the Meeting Room balcony on the second floor. The key is on a chain that sits in the middle drawer of the desk at Yvette Law's workstation.

In the Meeting Room, there are three circular microphone connections in the floor, one to the left of the stage (mike 1), one to the right of the stage (mike 2), and one at the back of the room (mike 3). When you connect into mike 1, mike 2 or mike 3, there is a corresponding control on the AV panel in the cabinet. Each is labeled.

We have a microphone stand that goes next to the lectern, and a tabletop stand that sits on a table.

We have a gooseneck microphone for the floor stand and a table microphone in a sleeve. We have two older microphones that also can be used in either location.

Connect the cords to the microphones and to the connections in the floor. Test the sound and regulate it via the panel in the cabinet.

The sound is operated through the portable blue box. You connect a cord to mike 3 in the back of the room, and then to the blue box. You connect the AV cables already set on the blue box to the device you wish to play sound from – computer, iPod, CD player, etc. This will play the sound through the speakers in the Meeting Room.

CARTS

There are two carts at 60 Lorraine Street and one in the mailroom for use in the Meeting Room. Each cart has a projector and laptop.

Steps:

Plug the cart's electrical cord into an electrical outlet.

Turn on the projector first.

Keep the laptop shut down until the projector is on. Then turn on the laptop; the projector will recognize the laptop and display it on the wall or screen.

Passwords for the laptop are pasted onto the keyboards.