



Wilbarston Village Hall

(Registered Charity No. 274211)

Operating Instructions Hall, Kitchen + Lounge

Hall : Main Controls

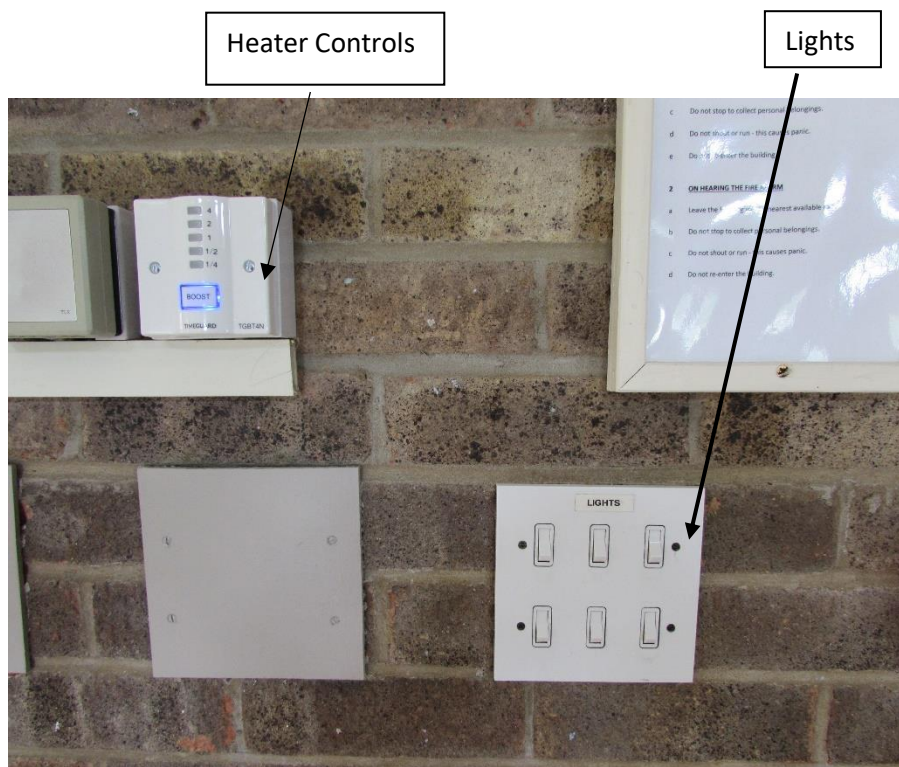
Lights in the corridors and toilets are movement activated and switch off automatically after 5 minutes.

Enter the main hall and turn right.

On the wall are a series of controls. Please see the photo for location of the main hall lights.

The heater controls are above. Press once for 15 minutes, twice in quick succession for ½ hour, three times for 1 hours. 4 time for 2 hours and 5 times for 4 hours. 6 presses will switch it off.

Please note the boiler will start and the heater fans will switch on after about 5 minutes.



Lighting Controls - Disco Lights

- 1 Switch on `Disco Lights` on wall near hall entrance.
- 2 Switch on controller at wall socket by Bins.



- 3 Open black cabinet on wall, code is 1-2-3
- 4 Ensure Power is ON



- 5 Ensure all sliders are to the bottom EXCEPT the far right marked `master fader set to 100`
- 6 Slide up the dimmer slider
- 7 PLAIN COLOURS - slide the red, green, blue or white (or a combination) for desired effect.
- 8 BRIGHT WHITE - slide red, green, blue and white to top.
- 9 STROBE EFFECT - slide strobe with a combination of above colours.
- 10 COLOUR CHANGE - slide all colours to zero, slide up `FX` to approx. 38, colours will then cycle. Note `FX` only works at position 38, adjust up or down slightly to find the exact point.



- 11 DIMMER can be adjusted to give the desired brightness.
NOTE - `STROBE` does not work with either `COLOURS` or `FX`
NOTE - `COLOURS` just changes the colour depending on slider position.
NOTE - for brighter white light, slide red, green, blue and white sliders to max

SWITCHING OFF - Slide all sliders to zero (except master fader), power off, close cabinet and then switch off at both wall sockets.

Lighting Controls - Stage Lights

Switch on stage lighting by switching on socket marked `lights` and sockets marked `stage` and `spots`



Open box containing controller located on wall to left of the stage.

There are two controllers. The larger one marked `SPOTS` controls the two spots at the front of the stage. The other is for the main stage lighting, marked `STAGE`

SPOTS

Switch on controller by operating switch on top left of the slider box.

Move the relevant slider to achieve the colour mix required. All sliders to the top will give white light.

Adjust the brightness using the `master` at the far right.

STAGE

Ensure channel 1 and `auto` is selected, both blue lights should flash. Mode button should be on `M6` and `mix` slider fully down.

Plain White Light

- Raise all 4 left hand sliders to 100 (marked R, G, B, W/D)
- Adjust brightness by sliding far right slider (dimmer/strobe speed)

Coloured Light (Static)

- Raise first 3 left hand sliders to required mix (marked R, G, B)
- Adjust brightness by sliding far right slider (dimmer/strobe speed)

Colour Change

- Lower all 4 left hand sliders to 0 (marked R,G,B,W/D)
- Choose required macro on slider marked `macro` as shown below
 - 0 = blackout
 - 1 = fade from red to green
 - 2 = fade from red to blue
 - 3 = fade from green to blue
 - 4 = fade from red to green to blue, to white
 - 5 = change from red to green
 - 6 = change from red to blue
 - 7 = change from green to blue
 - 8 = change from red to green to blue , to white
- Adjust colour change speed by sliding speed slider to suit
- Adjust brightness by sliding far right slider (dimmer/strobe speed)

Lighting Controls - Outside Lights

The outside area is lit by four LED floodlights. These are controlled by a timer at the side of the stage.



Press for $\frac{1}{4}$, $\frac{1}{2}$, 1, 2 or 4 hours.

Amplifier system

Located in the black box in the back right hand corner of the stage.



- 1 Switch socket on for the cabinet



- 2 Press the button on the LHS to switch on (red - standby, green - on)
For Bluetooth operation,
Rotate small knob until `pairing` is seen in screen.
Switch on Bluetooth on your phone or laptop and connect when prompted.
The amp is identified as STR-DH190.
When connected, the amp screen will state the name of your device.
You can now control the input from your device.
For wire input
Rotate small knob until `Input 1` is seen in screen.
Attach wire to your device.
You can now control the input from your device.

The microphone can be found in the locked cupboard above the Amplifier (back right-hand corner of the stage). **The code will be provided separately, if required.** Select Input 2 on the Amp. The volume will need to be turned up very high for the microphone to work.

NB. Don't forget to subsequently turn the volume down when you change the Input.

Projector

The remote control for the Projector, the Screen and an HDMI cable can be found in the locked cupboard above the Amplifier (back right-hand corner of stage). **The code will be provided separately, if required.** The remote controls are labelled accordingly (projector = white / screen = black & white).



Ensure the plug for the locked cupboard is switched on and that the power is on inside the locked cupboard.



To turn on the Projector, standing directly below it and press the power button on the remote whilst pointing directly at the Projector. Power light: red => flashing blue => permanent blue.



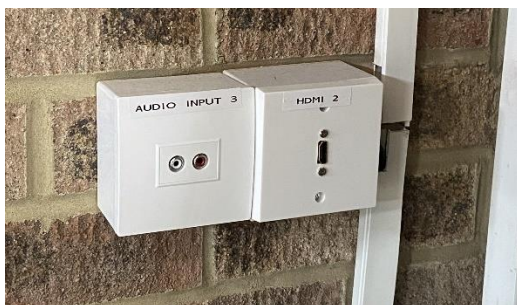
Switch the plug for the Screen on at the wall (back left-hand corner of stage).

The screen is then operated with a remote control, which is stored in the locked cupboard (see above).

You can then follow the instructions for the Projector on the screen.

A laptop can be connected via the HDMI cable into the Amp (turn left hand knob until you see input 3).

Alternatively, there is an HDMI 2 socket at the front of the stage (right-hand side).



The Projector needs to be set at HDMI 1.

Blu-Ray / DVD player

The power button is located on the left-hand side of the Blu-Ray player. You can then use the remote (large black one).

Ensure that the Projector is set at **HDMI 1**.

The volume is controlled via the Amp (smaller black remote). Make sure it is set to **Input 3**.

Stage Curtains

- 1 Unclip tiebacks (both sides of stage)
- 2 Switch on curtains at wall plug (back left-hand corner of stage)



- 3 Open black cabinet on wall, code is 1-2-3
- 4 On the door of the cabinet is the control box for the curtains.



- 5 Follow instructions on operator pad
- 6 Pull front curtain by hand to fill corridor gap
- 7 There is a separate piece of curtain available that is attached to the bottom of the screen by Velcro

When you have finished: -

1. Turn the Projector off by pressing the power button on the remote twice (whilst under the projector)
2. Turn the power off for the Projector at the socket
3. Remove the Velcro strip off the Screen (if applicable), close the screen and then turn the power off at the socket
4. Open the curtains and tie back
5. Turn the power off at the socket
6. Return the remote controls for the Projector, Screen, DVD and Amp to the cupboard on the stage (back right-hand corner)
7. Return the HDMI cable to the cupboard on the stage
8. Close and lock the cupboard

Kitchen

Gas Cooker

To switch on the gas cooker:

1. Press the + button twice on the cooker hood. The hood display will show `F2`
2. Touch any key on the Gas safe start number pad; the keys should light up.
3. Enter the keycode 1, 2, 3, 4, then press tick
4. The air light will switch on, then the gas light. Gas is now available.
5. To light the gas rings:
 - a. Press and turn knob to full flame position.
 - b. Light burner using a taper, match or igniter.
 - c. Continue to hold knob for 20 secs before release.
 - d. Turn knob to the required position.
6. To light oven:
 - a. Turn knob to maximum setting and push in.
 - b. Continue to hold knob and press igniter button at 1 sec intervals for a max of 8 times.
 - c. Turn knob to the required position.
 - d. Should burner fail to light, wait 3 mins and try again

To switch off the gas cooker.

1. Turn all gas knobs to off
2. Press the - button on the extractor until it switches off.
3. The Gas safe start will detect no air flow and switch off the gas.
4. Press the STOP button on the gas safe start box to stop the warning beep.

Lincat Water Boiler

Instant hot water (suitable for tea etc.) is available all the time. Allow to fill and reheat between operations (doesn't take long). Please do not switch off.

Floor Heater

This will automatically switch on and off with the main hall heating. Please leave as switched.

Water Immersion Heater



Immersion Heater, located above the sinks in the kitchen. This operates in the same way as the heater in the Main hall but will switch on the hot water immersion heater for the whole building (excluding the changing room showers).

NB. There is no freezer at the Hall, only a fridge.

Lounge Controls

Lights in the corridors and toilets are movement-activated and will switch off automatically after 5 minutes.

As you enter the Lounge, the light switches are on the right-hand side. The three together are for the main strip lights; in the corner is a single switch for the led lights.

The heater controls are in the far corner by the window. Press once for 30 minutes, twice in quick succession for 1 hour and three times for 2 hours. 4 presses will switch it off (or once if set to 30 minutes).

Please note the boiler will start and the radiators will switch on after about 5 minutes.



Audio Visual Controls

- 1 Open key safe and remove HDMI cable and remote control (code is 1-2-3)



- 2 Connect laptop to socket in wall marked HDMI 1 using HDMI cable provided
- 3 Switch on "projector" (under key box)
- 4 Pull down the projector screen and hold still for 3 seconds; the screen should stay in place
- 5 Using the remote control, press 'on'. Ensure that the Projector is set to HDMI 1; the computer will now display on the screen

On completion

- 6 Gently pull-down screen and release (it will slowly close)
- 7 Switch off projector using remote
- 8 Switch off projector at the wall
- 9 Disconnect HDMI cable
- 10 Store remote and HDMI cable in key box, close and spin combination

