

Please Note: Christchurch City Council do not offer any AV support after business hours,
Monday to Friday, Public Holidays & Weekends

Instructions for using the Audio & Visual System @ Te Hāpua: Halswell Centre



Please Note:

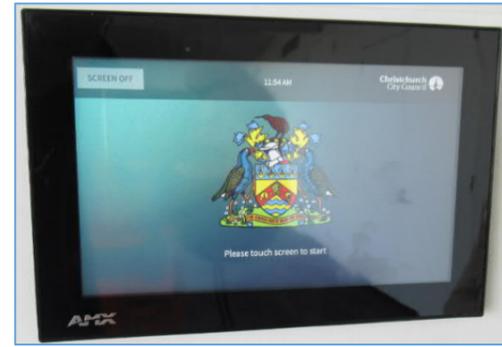
- MP3 or Microphone connections are unavailable in the Piharau Room
- Your own HDMI & MP3 connection cables are required as Christchurch City Council do not supply these items
- AV support outside of business hours Monday to Friday, Public Holidays & Weekends is unavailable



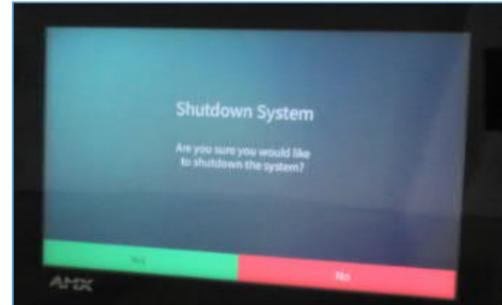
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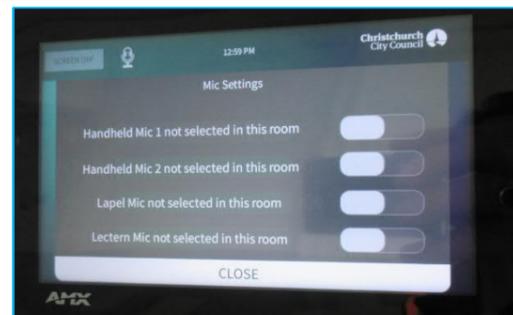
AMX Touchscreen & Home Page



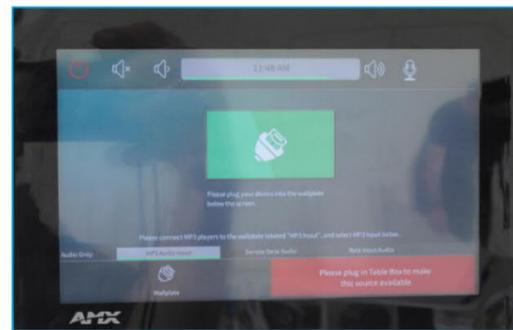
AMX Return to Home screen
(Please note the system will not shut down. Touch the "YES" button to return to the home screen)



Microphone Settings Screen



HDMI & MP3 Screen



MP3 Input Wall Socket



Wallplate



3.5mm MP3 Cable



HDMI Cable



Laptop or Tablet



MP3 Player



Cellphone



Handheld
Microphone 1 & 2



Lectern & Lapel Pocket
Transmitter Units



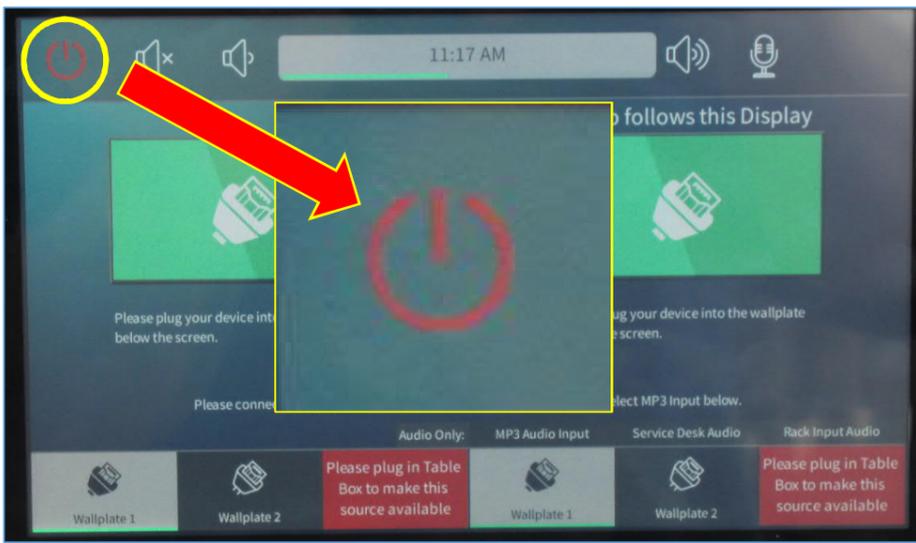
Lectern Mic & Lectern Cable



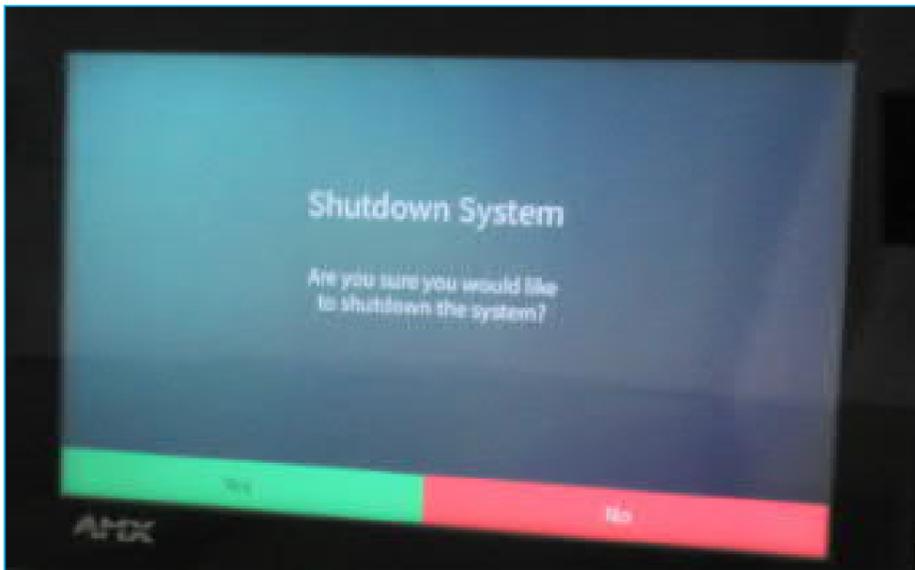
Black Lectern & Microphone Setup



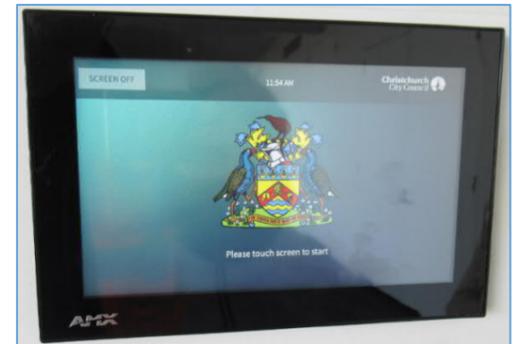
Please note: There may be a slight delay between device and screen once connected



1. Touch the "OFF" icon at the top LH side of the screen

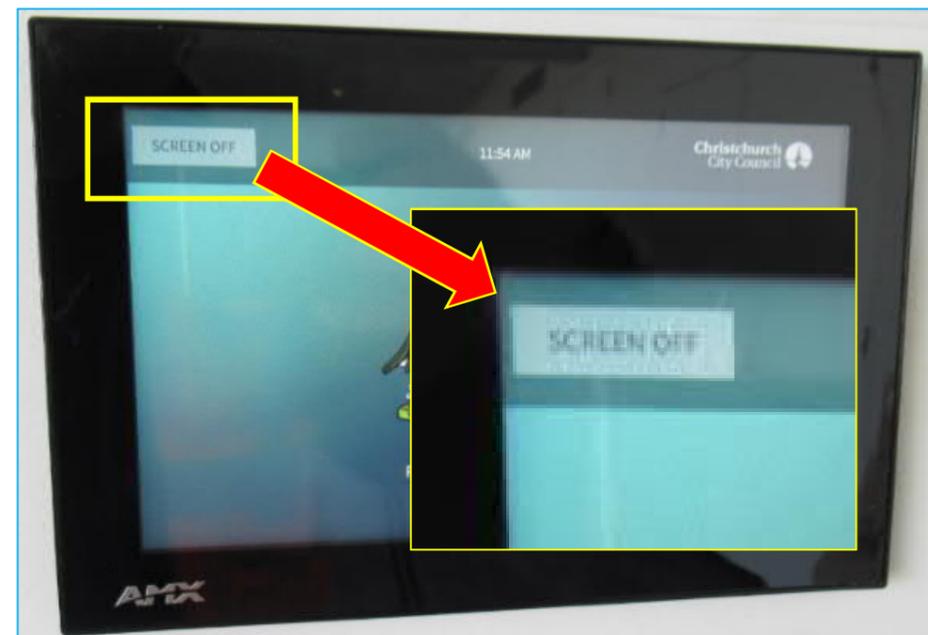


2. Touch the green "Yes" button at the bottom LH side of the screen and this will return you to the home screen page



3. If you do not require the TV screens to be on during your hire time simply touch the "SCREEN OFF" icon at the top LH side of the wall mounted "AMX Touchscreen"

- Please refrain from turning them off at the wall switch.



NOTES:



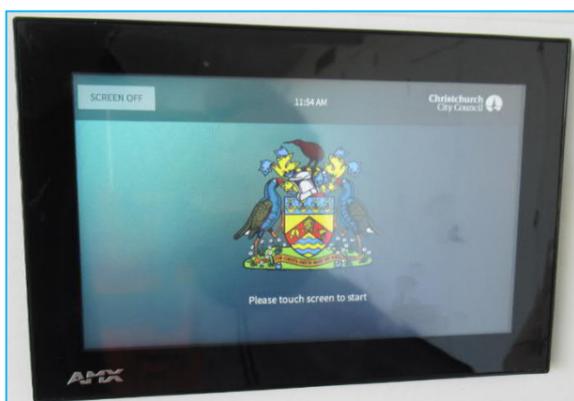
1. Turn on your device



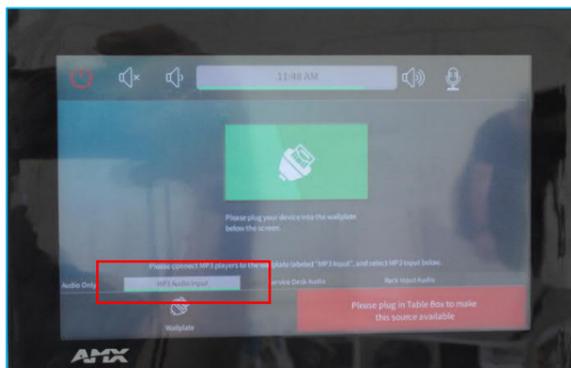
2. Locate the 3.5mm "MP3 Wall Input Socket" LH side of the kitchen servery



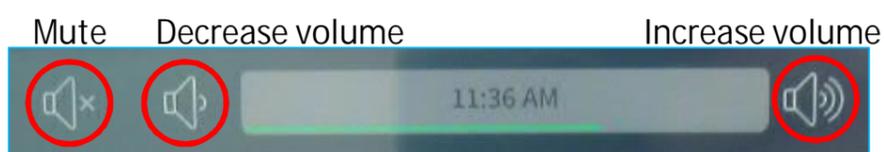
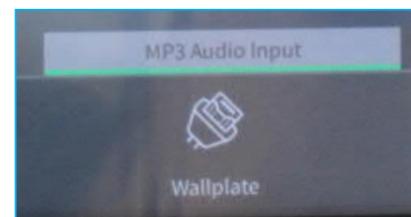
3. Connect the device to your 3.5mm cable and plug it into the "MP3 Wall Input Socket"



4. Locate the "AMX Touchscreen" on the LH side above the stage. Touch the screen anywhere to activate the unit



5. Press the "MP3 Audio Input" tab on the screen. Make sure there is a green line under the tab once it has been touched



6. Adjust volume to suit, remember to also have your volume adjusted on the connected device



You should be all good to go

If not, go through this instruction form again or check the "Troubleshooting Guide Page"



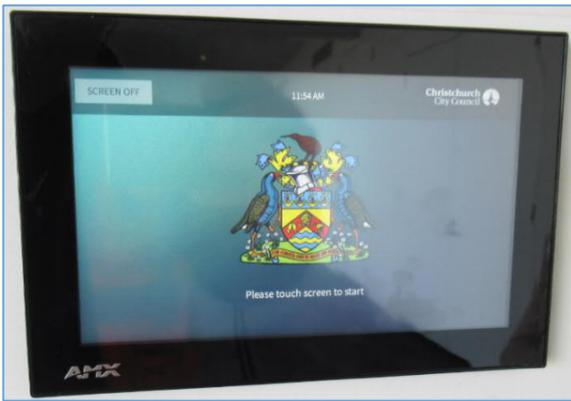
1. Turn on your device (Laptop or Tablet)



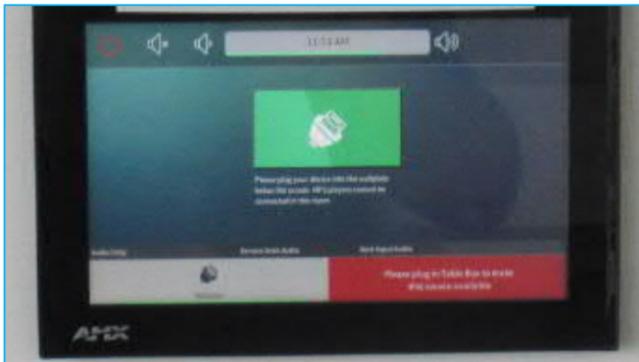
2. Locate the "Wallplate" socket LH side of the stage



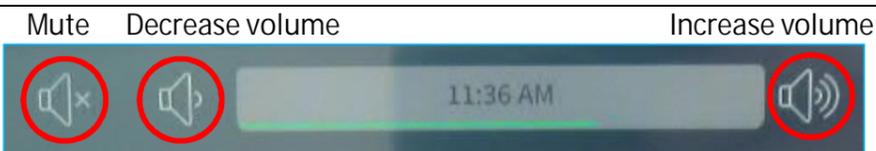
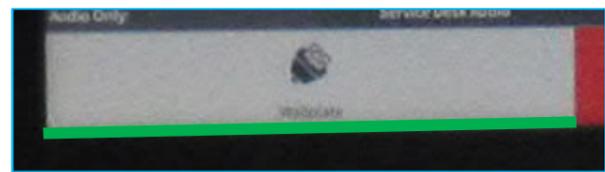
3. Connect the device to your HDMI cable and plug it into the "Wallplate"



4. Locate the "AMX Touchscreen" on the LH side above the stage. Touch the screen anywhere to activate the unit



5. Press the "Wallplate" tab on the screen, make sure there is a green line under the tab once touched



6. Adjust volume to suit, remember to also have your volume adjusted on the connected device



You should be all good to go

If not, go through this instruction form again or check the "Troubleshooting Guide Page"



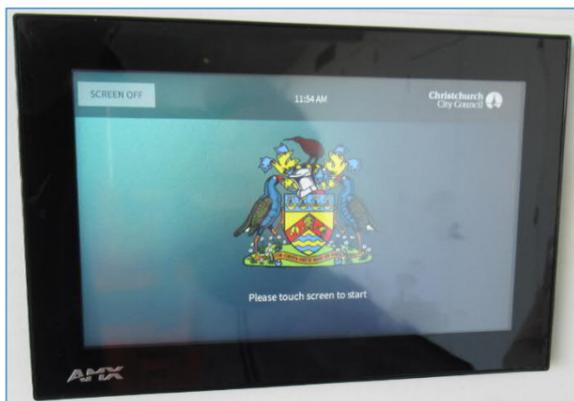
1. Turn on your device (Laptop or Tablet)



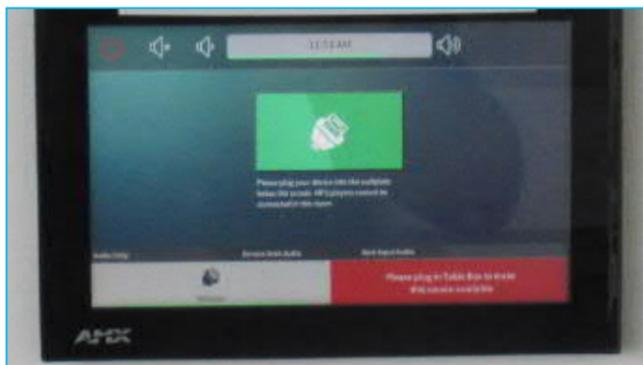
2. Locate the "Wallplate" socket under the TV screen



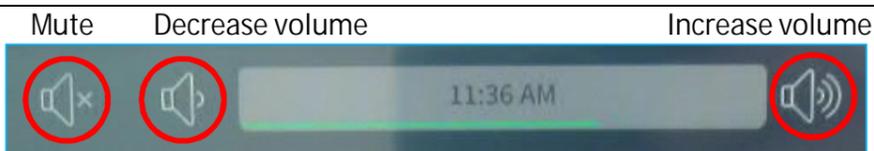
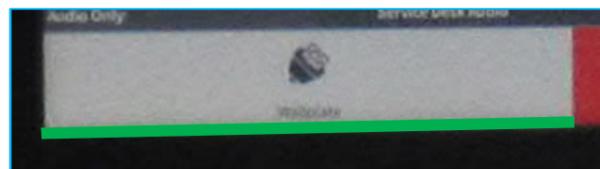
3. Connect the device to your HDMI cable and plug it into the "Wallplate"



4. Locate the "AMX Touchscreen" on the RH side of the TV screen. Touch the screen anywhere to activate the unit



5. Press the "Wallplate" tab on the screen, make sure there is a green line under the tab once touched



6. Adjust volume to suit, remember to also have your volume adjusted on the connected device



You should be all good to go

If not, go through this instruction form again or check the "Troubleshooting Guide Page"



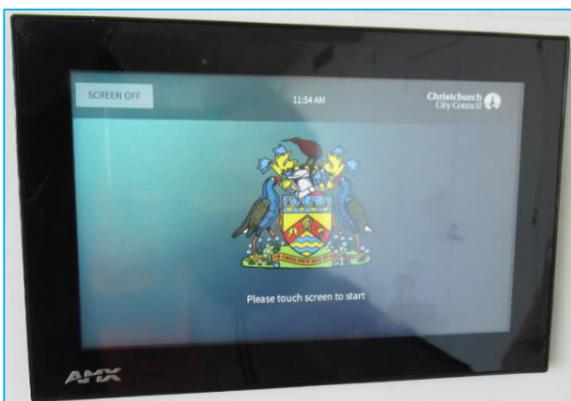
1. Turn on your device



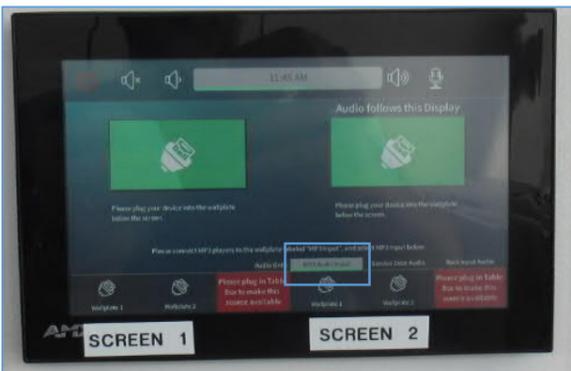
2. Locate the 3.5mm “MP3 Wall Input Socket” LH side of the kitchen servery



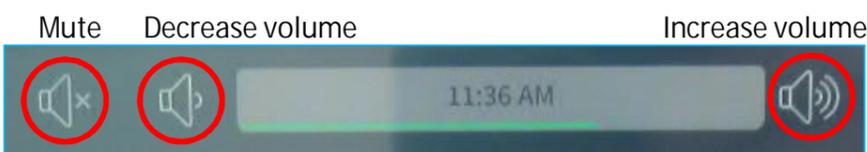
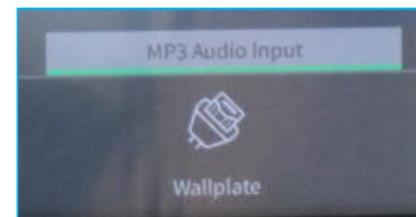
3. Connect the device to your 3.5mm cable and plug it into the “MP3 Wall Input Socket”



4. Locate the “AMX Touchscreen” on the RH of screen 2, near the double fire exit doors. Touch the screen anywhere to activate the unit



5. Press the “MP3 Audio Input Tab” on the screen, make sure there is a green line under the tab once touched



6. Adjust volume to suit, remember to also have your volume adjusted on the connected device



You should be all good to go

If not, go through this instruction form again or check the “Troubleshooting Guide Page”



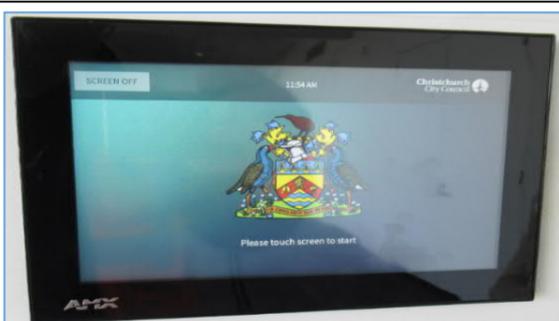
1. Turn on your device (Laptop or Tablet)



2. Locate the “Wallplate” under the TV Screen (Please note: this room has two “Wallplates” you can connect to. These are located under both TV screens) – “Wallplate 1” (kitchen end, west side) & “Wallplate 2” (near large fire exit doors, eastside)



3. Connect the device to your HDMI cable and plug it into the chosen “Wallplate”



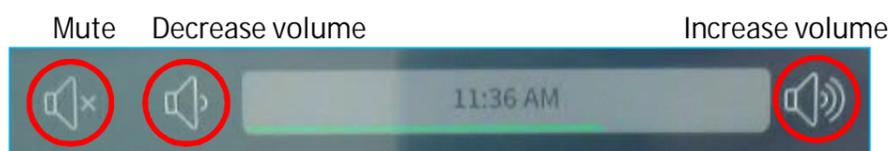
4. Locate the “AMX Touchscreen” on the RH side of the TV screen. Touch the screen anywhere to activate the unit



5. The “AMX Touchscreen” controls both screens. If you wish, you can use either one or two TV screens to display your information, photos etc. The touchscreen & TV screens are labelled “SCREEN 1 & SCREEN 2”



6. If you want to use TV Screen 1 only, you will need to touch the wallplate number that your device is connected to above screen 1. If you want to use both TV screens just touch both wallplate numbers that your device is connected to.



7. Adjust volume to suit, remember to also have your volume adjusted on the connected device (Please note: If you are only using Screen 1 the audio will not be heard through the large ceiling speakers, Screen 1 only uses the TV speakers)

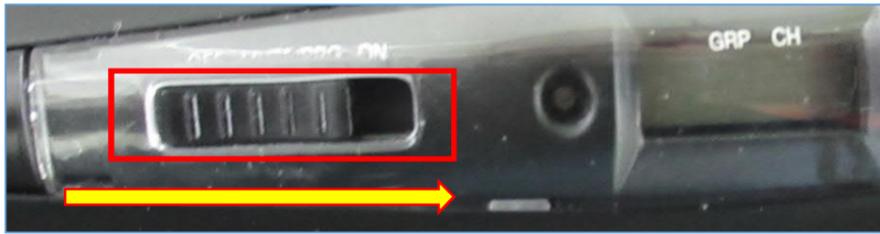


You should be all good to go

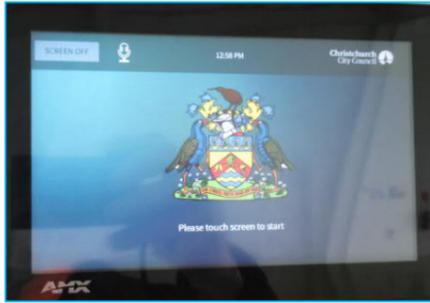
If not, go through this instruction form again or check the “Troubleshooting Guide Page”



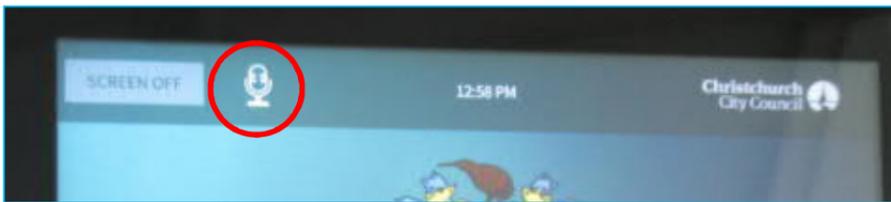
1. Collect the "Handheld Microphone" from the service desk during business hours. Both microphones have been labelled "Handheld 1 & Handheld 2"



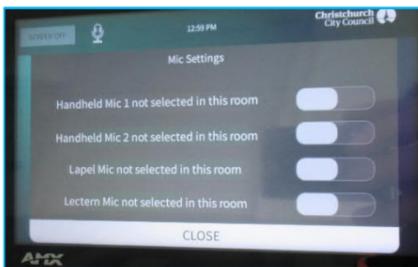
2. Turn on the "Handheld Microphone" by sliding the switch all the way forward and the green light will illuminate to show it has turned on successfully



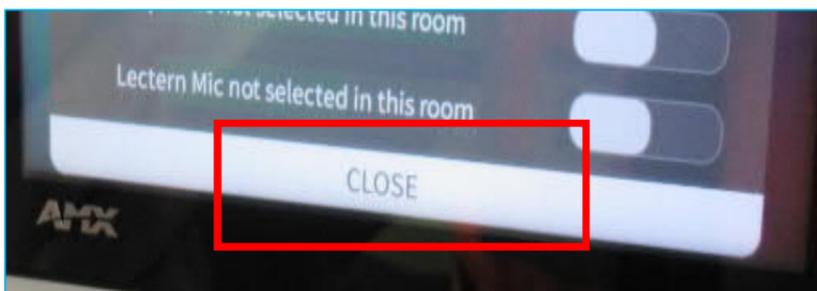
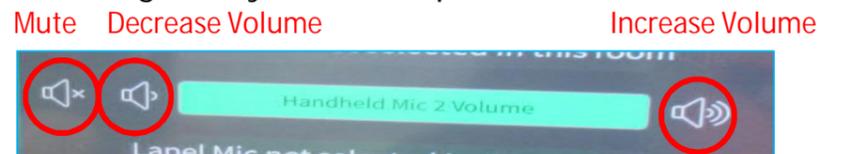
3. Locate the "AMX Touchscreen" in the room you are hiring



4. Touch the microphone icon on the touchscreen to move to the "Mic Settings Page"



5. "Mic Settings Page" – If you have "Handheld Mic 1 or 2" touch the white button beside the mic you have, the volume slide will turn green. Once you have selected your mic you can adjust the volume to suit, you can change the volume setting at any time if required



6. Once you have setup your mic and have adjusted the volume touch the "Close" button to return to the home screen. You are now able to set up the HDMI or MP3 functions by following HDMI or MP3 setup instructions



You should be all good to go

If not, go through this instruction form again or check the "Troubleshooting Guide Page"

When you have finished turn off the microphone return it to the service desk

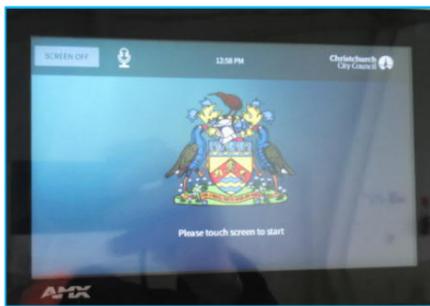
Please note: There may be a slight delay between device and screen once connected



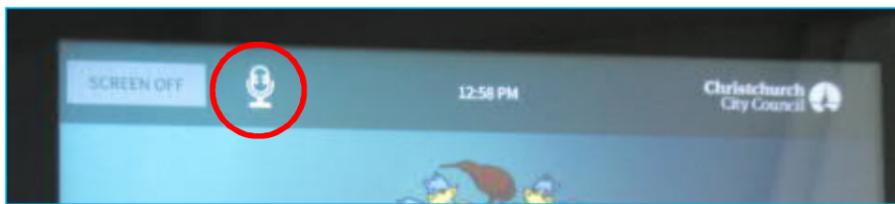
1. Collect the "Lapel Pocket Transmitter Unit" from the service desk during business hours.



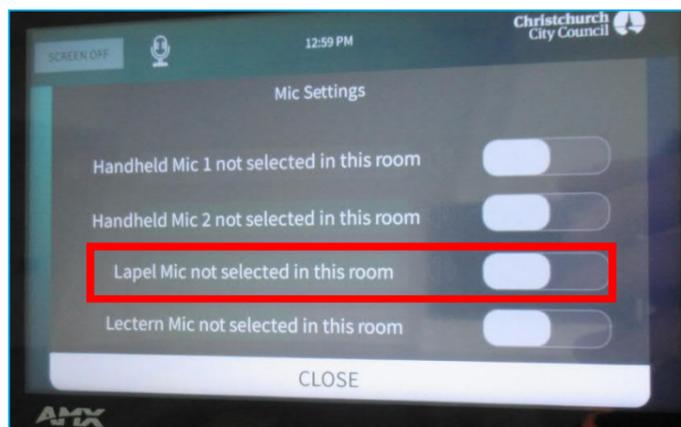
2. Turn on the lapel unit by sliding the switch all the way forward and the green light will illuminate to show it has turned on successfully



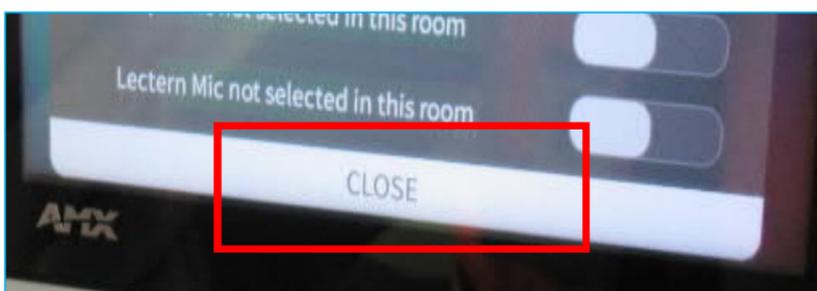
3. Locate the "AMX Touchscreen" in the room you are using



4. Touch the microphone icon on the touchscreen to move to the "Mic Settings Page"



5. Touch the white button beside the lapel mic and the volume slide will go green. Once you have selected your mic you can adjust the volume to suit, you can change the volume setting at any time if required



6. Once you have setup your lapel mic unit and have adjusted the volume touch the "Close" button to return to the home screen. You are now able to set up the HDMI or MP3 functions by following HDMI or MP3 setup instructions.



You should be all good to go

If not, go through this instruction form again or check the "Troubleshooting Guide Page"

When you have finished turn off the Lapel Pocket Transmitter Unit and return it to the Service Desk

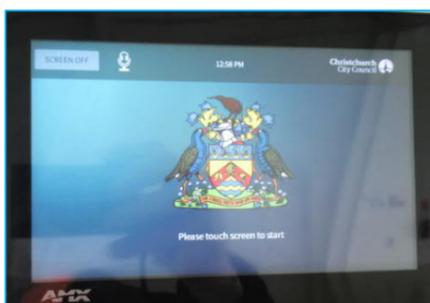
Please note: There may be a slight delay between device and screen once connected



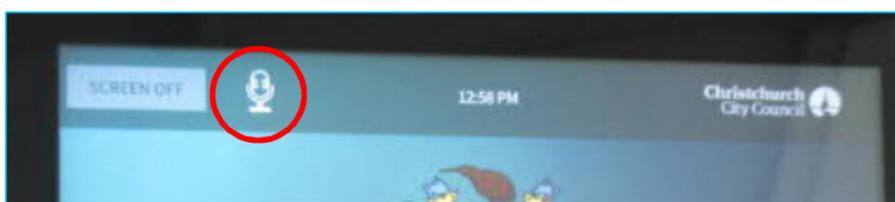
1. Collect the "Lectern Pocket Transmitter Unit" "Lectern Mic" & "Lectern Cable" from the service desk during business hours



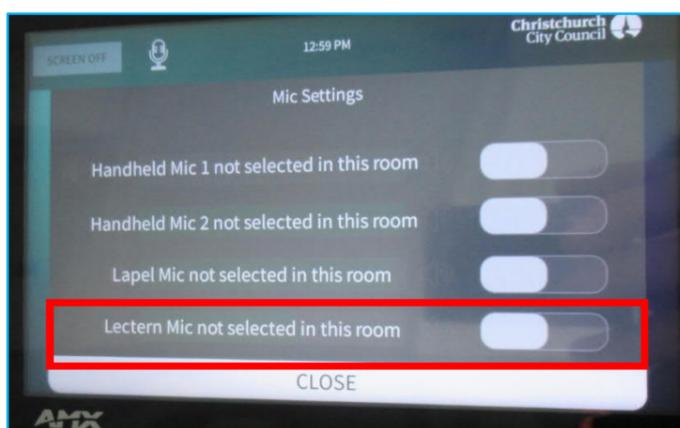
2. Turn on the "Lectern Pocket Transmitter Unit" by sliding the switch all the way forward and the green light will illuminate to show it has turned on successfully



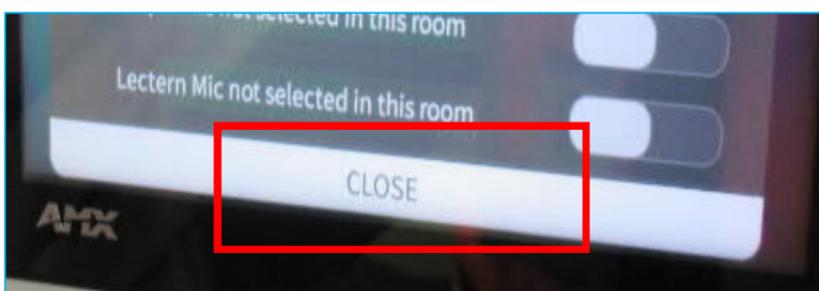
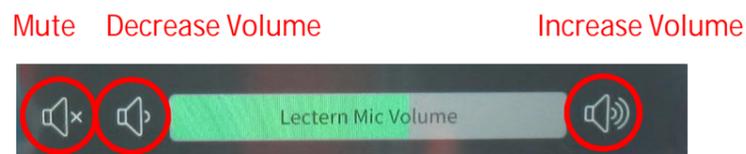
3. Locate the "AMX Touchscreen" in the room you are hiring



4. Touch the microphone icon on the touchscreen to move to the "Mic Settings" page



5. Touch the white button beside the "Lectern Mic" and the volume slide will go green. Once you have selected your mic you can adjust the volume to suit, you can change the volume setting at any time if required



6. Once you have setup your "Lectern Pocket Transmitter Unit" and have adjusted the volume touch the "Close" button to return to the home screen. You are now able to set up the HDMI or MP3 functions by following HDMI or MP3 setup instructions



7. Gather the "Black Lectern", "Lectern Pocket Transmitter Unit", "Lectern Cable" & "Lectern Mic"



8. Plug the "Lectern Mic" into the lectern socket
(You can use either the LH side or RH side)



9. Connect the "Lectern Cable" to the underside of the lectern (If you want the mic on the RH side connect the cable to that side and vice versa if the LH side is required)



10. When you have finished, turn off the "Lectern Pocket Transmitter Unit" & remove the "Lectern mic" from the lectern by pushing the silver button marked "PUSH" at the base of the microphone. **Return all items to the service desk**

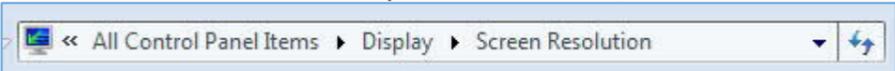


You should be all good to go

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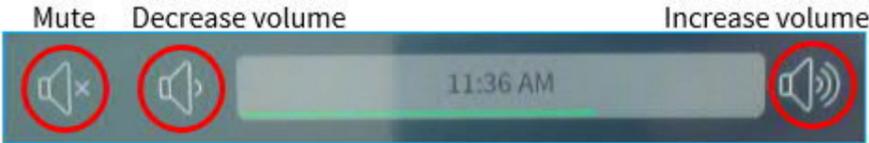
Notes:

Please note: There may be a slight delay between device and screen once connected

<p>Nothing is happening when I plug my device into the "Wallplate" or "MP3 Input socket"</p>	<ol style="list-style-type: none"> 1. Check that your device is turned on 2. Check that your cable is plugged in correctly 3. Check that your cable is not faulty 4. Check you have the Touchscreen configured correctly
<p>I cannot get my device to display correctly on the TV Screen</p>	<ol style="list-style-type: none"> 1. (Windows) Check the display settings on your device & choose duplicate screen  <ol style="list-style-type: none"> 2. (Apple) Settings>Control Centre>Customize Controls – set to Screen Mirroring  <ol style="list-style-type: none"> 3. Check that your device is turned on 4. Check that your cable is plugged in correctly 5. Check that your cable is not faulty 6. Check you have the Touchscreen configured correctly
<p>I cannot get any sound once my device is connected (Please note that if you are using Wallplate 1 the sound will only project from the built in TV speakers, if using Wallplate 2 the sound will project from the rooms ceiling speakers)</p>	<ol style="list-style-type: none"> 1. Check the volume settings on the AMX touchpad 2. Check the volume level on your device
<p>The TV screen/s do not display anything once my device has been connected</p>	<ol style="list-style-type: none"> 1. Check that your device is turned on 2. Check that your cable is plugged in correctly 3. Check that your cable is not faulty 4. Check to see if the Screen/s have been turned off at the wall plug socket behind the screen
<p>I do not have the correct cables to plug in my device</p>	<p>CCC do not supply cables, you will need to supply your own</p>
<p>I am in Hao Lounge, using Screen 1 and the audio volume is low</p>	<p>If you are only using screen 1 the audio will not be heard through the large ceiling speakers, screen 1 only uses the TV speakers</p>

MP3 use is only available in Hao & Mohoao Rooms

Trouble Shooting FAQ – Microphone/s Use

<p>The microphone will not turn on</p>	<ol style="list-style-type: none"> 1. Check the batteries and replace if required 2. Check the microphone is turned on correctly
<p>The microphone volume is low</p>	<ol style="list-style-type: none"> 1. Check you have the Touchscreen volume configured correctly 
<p>I cannot hear the microphone once it has been turned on</p>	<ol style="list-style-type: none"> 1. Check you have the touchscreen configured correctly 2. Check the batteries and replace if required 3. Check the microphone is turned on correctly

Microphone use is only available in Hao & Mohoao rooms

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