

Dallas Camera Club
House Manager Duties

Table of Contents

Introduction.....2

Northaven Facility Opening.....2

Audio/Video Equipment Utilized.....3

Equipment Storage Location.....4

House Setup Process.....5

Public Address Sound Systems in Meeting Rooms 237 and 239.....7

Audio Cable Connections from Audio Mixer to PA Systems.....8

Sound Check..... 11

Projector/Screen Alignment..... 12

Pre-Meeting Presentation Material Loading..... 12

Operation during DCC Meetings 13

House Teardown Process..... 14

Northaven Facility Closing Process 15

Appendix..... 15

Dallas Camera Club House Manager Duties

Introduction

The Dallas Camera Club (DCC) meets in the Rooms 237 and 239 at Northaven Church, located at 11211 Preston Road, Dallas TX 75230. Meetings are held on the 2nd and 4th Tuesdays of each month. Meetings generally begin at 730PM and conclude by 915PM. Training sessions are typically held prior to the General Meeting, from 615PM until 715PM. The House Manager is responsible for setup, operation and teardown of the audio and video (AV) equipment used during meetings of the Dallas Camera Club. The House Manager is also responsible for verifying tables and chairs have been setup properly by the Northaven Church staff.

The A/V Equipment is used primarily for the following purposes during meetings:

- Announcements and introductions necessary to the conduct of club meetings
- Presentation of club photo competition results slide shows
- Presentation of club field trip slide shows
- Presentations by club officers and members
- Presentations by guest speakers

A laptop computer is used to present photographic images, videos and text slides. The audio/video files are typically in mp4 file format. Presentation slides are typically in Microsoft PowerPoint format (pptx).

The meeting rooms have built-in public address (PA) systems which includes wall jacks, ceiling mounted speakers and amplification equipment. The DCC utilizes these PA systems by connecting club owned equipment to the built-in system via a wall jack at the front of each meeting room. The controls and amplifiers for the PA systems in each room are located in short wooden cabinets with glass doors, front and rear. These cabinets are located in the front of each room, near the wall mounted projection screens.

The staff of Northaven Church are responsible for the setup and teardown of tables and chairs in the spaces utilized by the DCC, according to DCC specifications. Details of the table and chair setup requirements are included in a PowerPoint document (or PDF version) titled DCC Northaven Facility Setup Floor Plans 20240116.pptx. This document, or a later version, should be available on the DCC website. From the main menu, see: Programs>A/V Equipment Setup and House Manager Information.

Northaven Facility Opening

The Primary House Manager responsible for operations during a DCC meeting will typically be among the first to arrive at the Northaven Church meeting facility. Refer to the document DCC Northaven Facility Setup Floor Plans 20240116.pptx (or PDF). The House Manager should verify the facility is prepared for use by the club, including:

- Turn ON First Floor lights (all areas from the North Entry door to the stairway and elevator to the 2nd Floor).
- Turn ON Second Floor lights (Hallway, Gallery, Meeting Rooms 237 & 239).
- NOTE: The lights will typically be OFF prior to the start of DCC meetings.
- Tables are setup in the Gallery for print display (Competition Meetings only).
- Membership and Print Intake/Return tables are setup in the Hallway.
- Rooms 237 and 239 have tables and chairs setup as specified in the facility setup document referenced above, with partition wall CLOSED.

Dallas Camera Club
House Manager Duties

- Heat or air conditioning are operating at comfortable temperatures (zones automatically controlled).

If any of the above preparations are not in order, act to correct them. If unable to correct, contact Anne Marino, Office and Building Administrator. See Appendix for contact information.

Audio/Video Equipment Utilized

The following A/V equipment is used during DCC meetings, in conjunction with the built-in PA systems in the facility. All of the equipment listed below is owned by DCC (except as noted) and includes:

- Optoma EH416- this is the newest and most up to date projector
 - Power cable (stored in the side pocket)
 - HDMI cable to connect to laptop computer (stored in the side pocket)
 - Carrying case for projector and cables
- Epson Projector Powerlite 1261W- Model H428A (2 backup units are available)
 - Power cable
 - HDMI cable to connect to laptop computer
 - Carrying cases for projectors and cables
- Da-Lite Projector Stand w/removable legs
- Projection Screens (wall mounted, provided by Northaven Church)
- HP PC laptop running Windows 10 (DCC owned), or,
- PC Laptop or MacBook laptop (Club member or guest speaker owned)
 - HDMI port and headphone jack required for connection to projectors and PA systems
- Yamaha MG06X Audio Mixer (replacing Yamaha STAGEPAS 300 Audio Mixer)
- Microphone (handheld or stand mounted)
- Sennheiser Wireless Microphone and Base Station (transmit/receive to mic)
- Meeting Room Public Address (PA) systems (built-in speakers and amplifier, provided by Northaven Church)
- Music stand for speaker's notes
- Audio Cables
 - Mixer to PA system wall jack (w/XLR adapter to wall outlet, stored in metal briefcase)
 - Mixer to stand mounted microphone (thin)
 - Mixer to wireless microphone Base Station (transmit/receive to mic)
 - Laptop computer headphone jack to Mixer
- Electrical extension cords
- Power Strips
- Laminated instruction card showing audio/video connection information (stored in metal briefcase)

Dallas Camera Club
House Manager Duties

Equipment Storage Location

All DCC A/V equipment listed above is stored in a large plywood storage cabinet located in Room 237, in the northeast corner. This room is normally unlocked and accessible. Light switches for the second-floor hallway and gallery areas are located at the entry of the short hallway leading to the restrooms. The light switch for Room 237 is located to the right of the entry door. The lights switch for Room 239 is located to the left of the entry door.

The DCC storage cabinet is secured by a large combination lock, which opens with combination 0903. Remove the lock and hang it on the large hasp. Two smaller hasps, without locks, help to hold the cabinet doors closed.

Please note the storage positions of all items in the storage closet. Unless all items are returned to their original positions, they may not fit into the closet and the closet doors may not be able to close and be secured by the lock. Taking a photo of the closet prior to removing any items is suggested.

Note: Items other than those used during club meetings are also stored in the closet. Not all items are required for use during DCC meetings. For example, a scoring system used for the annual Bird Competition is stored on the top shelf of the storage closet.

The following items need to be retrieved from the storage cabinet in Room 237 and brought to the front of the room where the House Manager will sit at a front table:

- A cloth bag hanging on a hook inside of the cabinet, containing:
 - 1 extension cord (orange, 50 feet)
 - 2 12 foot extension cords
 - 2 power strips
 - Mechanical doorbell used to call meetings to order
- An aluminum briefcase located on the second shelf containing:
 - The Yamaha Audio Mixer MG06X
 - Sennheiser 5650D Microphone (wired, stand mounted or handheld)
 - Sennheiser Wireless Microphone and Base (transmit/receive to mic)
 - Various audio cables
 - Power cables for Yamaha Audio Mixer and Wireless microphone Base Station
- A plastic file box with lid, also located on the second shelf, contains club member name tags. Please carry this box to the Membership Table located in the hallway near the entry door to Meeting Room 237. This box is unrelated to the A/V setup, but stored in the same location.
- Located on the top shelf are three soft side nylon cases containing the video projectors (The Optoma projector should be the first choice, followed by one of the Epson Projectors). Verify each projector case contains the following:
 - HDMI cable
 - Power cable
- Floor cable covers are coiled and stacked on top of two speakers on the floor.
- On the storage cabinet floor are:
 - Da-Lite projector stand with legs in storage position (standing on left side of cabinet)
 - Microphone stand with round base and flexible head with mic clamp (right side of cabinet)
 - Metal music stand with tripod base (right side of cabinet)

Dallas Camera Club
House Manager Duties

- A black computer bag containing the club's HP PC laptop (alternately use a laptop computer belonging to a DCC member)

From Room 230, retrieve the large key to the Kwik-Wall partition wall between Rooms 237 and 239. Also retrieve the 2 keys on a ring which open the doors to the A/V Cabinets in Rooms 237 and 239.

House Setup Process

The House Setup requires approximately 30 minutes for one experienced person to complete. It is recommended to have the house setup completed no later than 645PM, to allow time for resolution of unexpected problems and for loading of presentation material and videos to the laptop computer used during the meetings.

Please refer to another PowerPoint document, titled: DCC House Audio-Visual System Setup-Northaven Church 20240202.pptx. Slides in this document show graphical information for setup of the A/V equipment. This document, or a PDF version, should be accessible on the DCC website in the same section referred to previously, Programs>A/V Equipment Setup and House Manager Information

The House Manager's position during DCC meetings is the first aisle seat at the right front table (when facing the projection screen) in Meeting Room 237 to control the laptop computer and A/V system.

Below is the recommended order of setup of the A/V Equipment. If a DCC training class is to be held in Room 239, it is desirable to run a 75-foot cable to connect the PA systems from Room 237 into Room 239 prior to the start of training. Otherwise there is little time to run this cable between the training class and the General Meeting. See details below.

- Go to Room 230 and retrieve the following from wall hooks inside the entry door on the left:
 - Kwik-Wall partition wall key
 - Keys to the A/V Cabinets in Rooms 237 and 239 (keys are on a carabiner)
- Go to Room 237 and unlock combination lock (0903) on the DCC storage closet, located in the northeast corner of the room.
- Move all required A/V related equipment from the DCC storage closet to the front of the meeting room, including:
 - Da-Lite Projector table
 - Optoma (or Epson) Projector in carrying case with cables
 - Yamaha MG06X Audio Mixer and related cables and microphones in aluminum brief case
 - Cloth bag containing power strips, electrical extension cord and a thick audio cable (25 feet)
 - Laptop computer (DCC's club computer or a personal computer)
 - Microphone stand
 - Music stand
 - Floor cable cover
- Electrical power
 - Remove the strap securing the coiled floor cable cover and extend the cover from the House Manager's table toward the electrical outlet below the right end of the projection screen.
 - From the cloth bag, locate a 12 foot extension cord and a power strip.

Dallas Camera Club
House Manager Duties

- Place the receptacle end of the 12 foot extension cord near the House Manager's table and route it through the floor cord cover toward the electrical outlet on the north wall.
- Connect the power strip to the electrical outlet and plug in the 12 foot extension to the power strip.
- Leave the power strip OFF.
- Laptop computer
 - Place on table at House Manager's position.
 - Connect laptop computer power supply to power strip.
- Assemble the DA-Lite Projector Table.
 - Insert table legs into sockets at each corner. Hand tighten only.
 - Leg height should not need to be adjusted.
 - Position the table in the central aisle adjacent to the House Manager's seating position and centered on the projection screen
- Optoma Projector (preferred)
 - Place the projector on the projector table to center on the table and the projection screen.
 - Connect power cable to projector and power strip.
 - Extend the retractable foot from the front of the projector to adjust its elevation with respect to the screen. Extend the foot approximately one inch. Fine adjustment of the elevation will be done later.
 - Remove the round cover over the projector lens.
 - Connect the HDMI cable to the projector and to the laptop computer.
 - Place the projector case between the projector table and the House Manager's position. This is to present a visual barrier to avoid having people walk between the projector table and the table used by the House Manager. Cables will run between the two tables.
- Extend the Projection Screen
 - Using the cord and handle at the center of the projection screen, carefully extend the screen downward until a black border is visible at the top of the screen and lock into position by pulling slightly further. While continuing to hold the projection screen cord and handle, allow the screen to slightly rewind, in order to lock it into position. If the screen does not lock, pull down again, slightly further until lock is achieved.
- Microphone Stand and Music Stand- Position the stands in front of the first row of tables, slightly to the right of the House Manager's seating position.
- Yamaha MG06X Audio Mixer, Microphones and Cables
 - Place the aluminum briefcase on the table near the House Manager's position. Open the aluminum brief case by removing the carabiner from the hasp and sliding the case locks outward.
 - The Mixer and its 12 VDC power supply are stored in a custom compartment on the right side of the case.
 - Remove the Mixer and place it on the table at the House Manager's position.
 - Connect power cable of the Mixer to the extension cord.
 - Leave the Mixer power OFF until all cable connections are completed.
 - Set the Gain controls on all Channels to their minimum settings (fully counterclockwise). Also set the Master Volume Control and Phones Output to their minimum settings.
- Computer Audio Cable

Dallas Camera Club
House Manager Duties

- Locate a 3.5 mm TRS to Dual ¼” TS Stereo Breakout Cable (3 to 10 feet). This cable will be used to connect audio output from the laptop computer headphone jack to an input channel on the Mixer
- Handheld Microphone
 - Locate the handheld Sennheiser microphone and thin black audio cable marked with yellow tape (~25 feet) with XLR connectors on either end in the aluminum briefcase.
 - Connect the microphone to the thin black audio cable marked with yellow tape.
 - Mount the microphone in the holding clamp at the end of the flexible arm on the microphone stand. Position the microphone in the clamp to position the On/Off switch at the top, to permit its operation.
 - Position the microphone over the music stand for use by speakers varying in height from 5 feet to 6.5 feet.
 - Neatly coil the excess cable on floor near the House Manager’s position to avoid creating a tripping hazard.
- Wireless Microphone and Base Station Microphone (not used for Competition Meetings)
 - Remove the Sennheiser Wireless Microphone and Base Station from the aluminum briefcase (stored beneath the Mixer) and place on table at right side of House Manager’s position. Position the Base Station as far as possible from the Audio Mixer, to avoid interference (approximately 3 feet from Audio Mixer).
 - Place the wireless microphone and transmitter with belt clip near the Base Station, with power OFF.
 - Locate power supply for wireless Base Station.
 - Connect power supply to Base Station and power strip.
 - Locate the audio cable marked with orange tape (~3 feet). This cable has XLR connectors at both ends.
 - NOTE: The wireless microphone is usually NOT used during the first meeting of the month, when competition results are shown. It is usually used only by guest speakers at the program meetings, the second meeting of the month.
- Place the aluminum briefcase on floor between projector table and House Manager position as an additional visual barrier.

Public Address Sound Systems in Meeting Rooms 237 and 239

- Rooms 237 and 239 are each equipped with a public address sound system (PA) and a ceiling mounted video projector. Located in each room, near the projection screen, are Audio/Visual (A/V) Cabinets containing:
 - Power Supply
 - DVD Player (capable of feeding a ceiling mounted Panasonic projector) (not used by DCC)
 - Power Amplifier (driving a pair of ceiling mounted speakers)
- Mounted on the wall behind the A/V Cabinets are wall jacks for connecting Audio In to the PA system and Video In to the projector. The jacks are:
 - 3.5mm female stereo for the Audio In
 - VGA for Video In
- Cables are provided to connect laptop computers to the wall jacks, however, an adapter is required to connect laptops lacking a VGA port. For most modern computers, the required adapter is USB-C to VGA.

Dallas Camera Club
House Manager Duties

- DCC may utilize the projector in Room 239 for Training Classes. However, for the General Meeting, DCC will utilize its own Optoma Projector, which has superior image projection capabilities, surpassing that of the ceiling mounted Panasonic Projectors.
- DCC has not been able to determine how to utilize any built-in capabilities to join the two PA systems into a unified PA system when Rooms 237 and 239 are joined for the General Meeting. Consequently, we have developed our own capability by sending audio output from the DCC audio mixer to the Audio In ports of both PA systems. See the next section for details.

Audio Cable Connections from Audio Mixer to PA Systems

- DCC will combine Rooms 237 and 329 to conduct its General Meeting. The rooms are designed to be combined by opening the Kwik-Wall partition between the rooms.
- Refer to the diagrams in the PowerPoint document, [DCC House Audio-Visual System Setup-Northaven Church 20240201.pptx](#). Two setup configurations are documented with diagrams and equipment details, which differ due to differences in the audio mixers and speakers used.
 - Configuration 1- Yamaha MG06X Mixer & built-in PA Systems in Northaven Church, Rooms 237 & 239.
 - Configuration 2- Yamaha SOUNDPAS 300 System (Mixer, Speakers and Tripod stands).
- DCC prefers to use Configuration 1 for the General Meeting, due to superior sound delivery in the combined Rooms 237 & 239. Configuration 2 will serve as a backup PA system in the event the built-in PA system are inoperative. Configuration 2 will also be used when meetings are held in other facilities, such as restaurants for the Annual Awards Banquet.
- The steps listed below refer to Configuration 1, using the Yamaha MG06X Mixer sending audio output to the PA systems in Rooms 237 & 239.
- Connect the audio input cables as follows:
 - Channel 1 connects to the handheld microphone.
 - Connect the microphone to the thin black audio cable marked with yellow tape.
 - The XLR connectors on the audio cable differ in gender at each end.
 - Connect the male XLR plug to the Channel 1 XLR input jack on the Mixer.
 - Connect the female XLR plug to the wired hand-held Sennheiser microphone.
 - Channel 2 connects to the wireless Sennheiser wireless microphone Base Station
 - Connect using audio cable marked with orange tape (~3 feet)
 - The connectors on the audio cable differ in gender at each end.
 - Connect the male XLR plug to the Channel 2 XLR input jack on the Mixer.
 - Connect the female XLR plug to the wireless microphone base station.
 - Channels 3 and 4 are not used. Note: Channels 5 and 6 are chosen because this results in the three input devices having their levels adjustment dials all in a row at the bottom left of the mixer (Level 1/L, Level 2/R and Level 5/6 are all grouped together)
 - Channels 5 and 6 connect to the laptop computer audio output (headphone jack).
 - Use the cable having a 3.5mm Male Stereo Splitter to Dual Mono ¼” TS (approximately 6 feet long)
 - Connect the 3.5 mm plug to the 3.5mm headphone jack of the computer.
 - Connect the ¼” plugs at the other end to Channels 5 and 6, left and right ¼” input jacks (the red ¼” plug to Channel 6 (R)).
- Connect the audio output cables as follows:
 - Connecting to Room 237 Audio In wall jack.

Dallas Camera Club
House Manager Duties

- Use the cable with 3.5mm male stereo plugs on both ends. (approximately 15 feet long)
- Connect one of the 3.5mm plugs on the cable to a 1/4" TRS, Stereo Male to 3.5mm Stereo Female adapter and plug the adapter into the Phones 1/4" jack in the Output section (blue) of the mixer.
- Remove the short cable with a 3.5mm Male Stereo plug from the Audio In wall jack. Let the plug and short cable hang loose. It is connected to a VGA plug, which can remain in place.
- Connect the other 3.5mm male stereo plug on the 15 foot cable to the 3.5mm Audio In wall jack in Room 237.
- Connecting to Room 239 Audio In wall jack.
 - Use the long cable with 3.5mm Male Stereo plugs on both ends. (75 feet long)
 - With the 75-foot-long cable, start at the Yamaha MG06X Mixer in Room 237. Keep the cable coiled until the connection is made to the Mixer.
 - Connect one of the 3.5mm male stereo plugs to a splitter with 3.5mm Female Stereo to dual male Mono 1/4" TS plugs
 - Connect the two, Male Mono 1/4" TS plugs of the splitter to the two 1/4" TS jacks in the Output section (blue) of the Mixer.
 - Begin to uncoil the 75-foot-long cable to reach the Audio Input wall jack in Room 239. Route the cable along the east wall (containing windows) taking care to keep the cable out of walking areas.
 - At the partition wall, route the cable between the fixed wall and the gasket of the partition wall, above the baseboard and into Room 239.
 - Continue to route the cable along the east wall until the south wall is reached, then turn toward the A/V Cabinet in Room 239. The Audio In wall jack is located behind the A/V Cabinet.
 - Remove the short cable with a 3.5mm Male Stereo plug from the Audio In wall jack. Let the plug and short cable hang loose. It is connected to a VGA plug, which can remain in place.
 - Coil the excess of the 75-foot cable and place on floor below the Audio In wall jack.
 - Connect the other 3.5mm male stereo plug on the 75-foot cable to the 3.5mm Audio In wall jack in Room 237.
- Unlock the front door of the A/V Cabinet in Room 239 using the Inco labelled key.
 - Turn ON Master Power in A/V Cabinet (top right)
 - Adjust Laptop input volume dial to maximum (lower left)
 - Adjust Output Level (lower right) dial to 90% of maximum
 - Return to Room 237 to perform the same steps in the A/V Cabinet in that room.
- Unlock the front door of the A/V Cabinet in Room 237 using the Inco labelled key.
 - Turn ON Master Power in A/V Cabinet (top right)
 - Adjust Laptop input volume dial to maximum (lower left)
 - Adjust Output Level (lower right) dial to 90% of maximum
 - Adjust two dials marked Room 239 to minimum

Dallas Camera Club
House Manager Duties

- Yamaha MG06X Audio Mixer Setup
 - Connect the 12 VDC power supply to the rear of the Mixer.
 - The Mixer provides individual volume/gain controls for each channel. The wired Hand Microphone, wireless Lapel Microphone and Laptop Computer audio volumes can be individually adjusted by varying the gain on their respective channels.
 - The white Gain knobs to the left provide individual volume control for each input device/channel.
 - The Mixer Master Volume control is at the lower right- the red knob. The master control and the individual channel controls operate in series (or cascaded). The master control sets the overall gain/volume level for all channels. This output gain/volume control sets the volume level sent from the mixer as the input to the PA system.
 - As shown in the Figure 1 above, the gain/volume control knobs are set to their minimum values.
 - Adjust all gain control knobs to their minimum values initially.
 - Set the Mono/Stereo switch for Channels 1 and 2 to Mono (button set to the out position).
 - Depress the blue FX switches on Channels 1 and 2 to enable the Effects
 - Set the Levels knobs for Channels 1, 2, 3 and 4 to 5, the mid-level.
 - Leave the Phantom 48 Volt switch OFF
 - Set the Effect slide switch to Hall
 - Adjust the Level FX RTN knob to 5, the mid-level

Dallas Camera Club
House Manager Duties

Sound Check

- Perform a Sound Check- All input devices
 - With all components above in place and connected, power ON the power strip and all units.
 - Power ON the Audio Mixer
 - Power ON the handheld microphone on stand (slide switch on mic)
 - Power ON the wireless microphone Base Station (it is on when power supply is plugged in to power strip)
 - Power ON the wireless microphone transmitter (button on the side of the case)
 - Handheld microphone
 - Adjust the gain/volume control of Channel 1 on the audio mixer to approximately its midpoint.
 - Gradually increase the Master gain/volume control while speaking into the microphone. Your voice should be heard through the PA system speakers.
 - If proper operation confirmed, reduce gain/volume to minimum level.
 - Wireless microphone
 - Check the battery level in the wireless microphone case and replace the battery if low. Replacement batteries are stored in the aluminum briefcase.
 - Adjust the gain/volume control of Channel 2 on the audio mixer to approximately its midpoint.
 - Gradually increase the Master gain/volume control while speaking into the microphone. Your voice should be heard through the PA system speakers.
 - If proper operation confirmed, reduce gain/volume to minimum level.
 - NOTE: The wireless microphone Base Station may create feedback to the mixer. When not in use, remove power from the Base Station.
 - Laptop Computer
 - **NOTE:** The password for the current DCC HP laptop computer is 1934.
 - On the sound control panel of the computer, verify the sound output is directed to the headphone jack.
 - **NOTE:** Sound should NOT be directed to the Projector via the HDMI cable.
 - Select an mp4 file known to have audio included.
 - Play the mp4 file.
 - Adjust the gain/volume control of Channels 3/4 on the audio mixer to approximately its midpoint.
 - Adjust the computer output volume to the headphone jack as needed.
 - Gradually increase the Master gain/volume control while playing the mp4 file. Audio from the mp4 file should be heard through the PA system speakers.
 - Video and audio should be observed.
 - If proper operation confirmed, reduce gain/volume to minimum level on the Mixer.
- Perform a Sound Check- Output levels in combined Rooms 237 and 239
 - On the Mixer, turn the Phone Output level to minimum.
 - Adjust the Mixer Master output level which feeds the PA system in Room 239 until the audio volume can be heard clearly from the House Manager's seating position.
 - Increase the Phones output level which feeds the PA system in Room 237 until the audio volume reaches approximately the same level as the audio volume from Room 239. Note the Master and Phones output adjustment dials positions which produce an appropriate

Dallas Camera Club
House Manager Duties

volume level in both rooms. The volume levels may need to be adjusted once the General meeting begins and the rooms are largely occupied.

Projector/Screen Alignment

- Perform a visual alignment of the projector and screen to maximize the size and quality of the projected image.
 - Power ON the Optoma or Epson projector
 - Power ON the laptop computer
 - Verify the computer desktop image is visible on the projection screen. If not, check the Display settings on the computer and connection to the projector.
 - Adjust the projector lens zoom to maximize the projected image on the screen.
 - Adjust the lens focus ring to achieve a sharp image.
 - Adjust the location of the projector and table in conjunction with the projector lens zoom adjustment to maximize the projected image on the screen without exceeding the boundaries of the screen.
 - Use the projector's horizontal keystone adjustment to correct the shape of an image that is not uniformly rectangular.
 - Adjust the projected image to level and perpendicular to the projection axis of the projector. Also use the vertical and horizontal keystone adjustments on the projector to obtain a level rectangular shaped projection filling most of the screen.
 - There are also leveling feet at the rear of the projector. Turn the feet to adjust the attitude of the projector.
 - This is a trial and error process involving several variables.

Meeting A/V Equipment Setup is complete.

Pre-Meeting Presentation Material Loading

- Prior to the meeting presentations and videos will be provided to the House Manager. Typically, these include PowerPoint presentations and mp4 videos. Sources for this material are typically:
 - President
 - Competition Director
 - Education/Training Director
 - Field Trip Director
 - Guest Speakers
- Presentation files and videos are typically provided via email, or on USB thumb drives. The House Manager copies the provided files to the laptop computer to be shown during the meeting. These files are usually kept on the Desktop of the computer for ease of access during the meeting.
- Competition slideshows and field trip slide shows are typically provided to House Managers several days prior to club meetings. These slideshows should be previewed to identify any issues. They should then be loaded onto the computer to be used during the General Meeting. Alternately, they may be loaded to a thumb drive which can be plugged into the computer used during the General Meeting.
- The House Manager is responsible for testing that any provided files may be opened and projected onto the screen and any sound track will play through the PA system.

Dallas Camera Club House Manager Duties

- The House Manager should be familiar with the software used to play mp4 videos, such as Windows Media Player or Apple QuickTime Player. Familiarity with each player is necessary to display the video using the full display screen and to ensure the controls panel fades away once play commences.
- The House Manager typically confers with:
 - The President to determine the planned sequence of the agenda and any special requirements.
 - The Competition Director regarding the sequencing of competition judging videos.
 - Guest Speakers to discuss their requirements and preferences. Often, they prefer to utilize their own computer during their presentation. The House Manager assists in connecting their computer to the projector and PA systems. The House Manager also determines if the Guest Speaker prefers to use the wireless or handheld microphone and demonstrates how each is used.

Operation during DCC Meetings

- The House Manager controls the audio and video during DCC meetings. Typically the agenda consists of the following:
 - Welcome and Opening remarks by the President (using microphone on stand)
 - Introduction of guests, visitors and new members by Membership Director
 - Announcements regarding:
 - Competitions
 - Training
 - Field Trips
 - DCC Management
 - Field Trip slide shows
 - Break (optional)
 - Competition Meeting- Competition Results Slideshows (1st meeting of the month), or,
 - Program Meeting- Guest Speaker Presentation (2nd meeting of the month)
- As the meeting progresses the House Manager adjusts the gain/volume of each input device: handheld microphone, wireless microphone and/or laptop computer to ensure the sound volume level delivered by the PA system can be heard by all members of the audience.
 - The volume/gain for each device is gradually raised as the device is brought into use. The volume level should be set to ensure all in the audience are able to hear clearly.
 - Correspondingly, the volume/gain for each device is gradually lowered as use ends.
 - In general, only one input device is active at a time. The gain/volume of the other devices should be minimized to reduce potential feedback.
 - The gain/volume level should be monitored during the use of each input device to ensure the level is not too loud or too soft. The volume levels often vary significantly in mp4 videos prepared by different people.

Dallas Camera Club
House Manager Duties

House Teardown Process

- Follow the meeting, the House Manager is responsible for teardown and storage of the A/V Equipment, by essentially reversing the processes followed during the House Setup Process.
- Power OFF all A/V Equipment, laptop computer and the PA system.
- Disconnect all audio cables.
 - Coil the long audio cables neatly to avoid tangling. Secure each cable with the attached Velcro strap.
 - Gather audio cables which are stored in the aluminum briefcase:
 - Disconnect the 15-foot audio cable from the Mixer and from the Audio Input wall jack in Room 237. Replace the short cable with a 3.5mm plug in the Audio In jack.
 - Carefully coil the 15-foot audio cable and secure with its Velcro strap.
 - Disconnect the 75-foot audio cable from the Mixer and from the Audio Input wall jack in Room 239. Keep the splitter cable attached to the 75-foot cable. Replace the short cable with a 3.5mm plug in the Audio In jack.
 - Carefully coil the 75-foot audio cable and secure with its Velcro strap.
- Gather other items which are stored in the aluminum briefcase:
 - Wireless microphone and Base Station (stored under the Mixer)
 - Handheld microphone
 - Yamaha Audio Mixer
- Replace all items neatly into the aluminum briefcase and securely close it using the latches and carabiner.
- Optoma (or Epson) Projector
 - Disconnect HDMI cable from projector and laptop computer.
 - Stow the retractable foot at the front of the projector.
 - Attach the lens cap or slide the door closed over the lens.
 - Disconnect the power cable and secure with the attached Velcro strap.
 - Stow the HDMI and power cable in the outer pocket of the projector case.
 - Stow the projector in the case compartment and secure with Velcro strap in the case.
- Projector Table
 - Remove legs and stow in storage area on the bottom of the table with all legs facing same direction.
- Power Strip and Extension Cord
 - Coil extension cords and power strips neatly and secure with attached Velcro strap.
 - Stow both items in the cloth bag.
- Microphone Stand and Music Stand
 - Collapse to most compact positions.
- DCC Laptop computer
 - Replace in computer bag
- Return all A/V items above to the storage cabinet in their original positions.
- Check with Membership Director to determine if the plastic file box containing club member name tags is ready to be stored.
- Close the cabinet doors and secure the large hasp with the combination lock.
- Return the Kwik-Wall key and A/V Cabinet key to the hooks in Room 230.

Dallas Camera Club
House Manager Duties

Northaven Facility Closing Process

Following the General Session and the A/V Equipment Teardown, the House Manager should verify the following actions are taken to close the facility:

- Verify all DCC equipment, prints and other material is stowed and secured.
- Check Meeting Rooms 237 & 239 for any items left behind by members.
- Return the key to the partition wall and keys to the Northaven A/V Cabinets to the hooks inside Room 230.
- Pickup any trash left in the meeting rooms or elsewhere in the facility.
- Leave tables and chairs in place in Rooms 237 and 239 as well as in the Hallway and Gallery. Northaven staff will breakdown and stow.
- Leave the partition wall OPEN.
- Confirm the Membership Director or Greeter have done the following:
 - Stowed DCC Welcome Sign and Northaven Church easel, as well as the Membership Name Tag bin.
 - Set North Entry Door to Locked using hex key.
- Turn OFF Second Floor lights (Hallway, Gallery and Meeting Rooms 237 & 239).
- Turn OFF First Floor lights (all areas from the North Entry door to the stairway and elevator to the 2nd Floor).
- Confirm the North Entry Door locks upon departure.

Appendix

- Northaven Church Critical Contact Information:
 - Anne Marino, Office and Building Administrator at Northaven Church, (214) 363-2479, ext. 228 (office), (214) 784-1495 (mobile), anne.marino@northaven.org
- DCC Members familiar with House Manager duties and A/V equipment:
 - Don Haig- House Management Team Leader, (214)-244-0775 (mobile), donhaig@gmail.com
 - Keni Evans, House Management Team Member, (214) 668-5281 (mobile), keni_evans@outlook.com
 - Stephen Evans, House Management Team Member, (972) 740-6943, stephenaevans@sbcglobal.net
 - Steve Reeves, House Management Team Member, (972) 310-9657, steve@makeshiftphoto.com