

Projector Instructions

Rowney Green Village Hall



At the start of your session bring down the screen (see separate instruction)

1. Check 'projector on/off' switch *Fig.2* is set to 'off'. If not, switch it 'off'
2. Check 'projector power' *Fig.1* is 'off'. If it has been left 'on', (red neon light), switch off for 2 minutes then switch on. A small flashing light on the projector (mounted on the lighting rail) should now be flashing.
3. Switch on your laptop or other e.g. DVD Player audio-visual (AV) device then plug in *Fig.3* the HDMI cable linking it to the projector.
4. If your device needs a WIFI signal, check it's picking up "RG Village Hall". If not, connect it via ethernet cable to the socket *Fig.4*
5. On the black switch box, select your location *Fig.5* - 'stage'. 'lighting box' setting is not required stage-side

Now begin the projector start-up process

6. Set the 'projector power switch' *Fig.1* 'on'. Now switch the *Fig.2* 'projector on/off' to 'on'. It will start its warmup routine (approx. 1 minute), after which, images will be showing on the screen.
7. Below the audio input and volume control (amplifier) is the power socket for it *Fig.7*. Switch it on - a blue neon *Fig.8* confirms power. If the green neon *Fig.9* is not lit, press the 'projector' input button to light it.
8. It is now ready for use – you can start your presentation
 - At any time during e.g. a PowerPoint presentation, the image and audio can be paused using the 'shutter open/shut' *Fig.6* switch

At the end of your session

1. Select *Fig.2* projector switch to 'off'. It will begin its cooling and shut down sequence (allow 2 min before attempting to restart)
2. On the audio amplifier, deselect the *Fig.9* 'projector' button then switch off power at the wall socket *Fig.7*. Switch off *Fig.1* the 'Projector Power'
3. Unplug your AV device, leaving ethernet and HDMI cables coiled up

