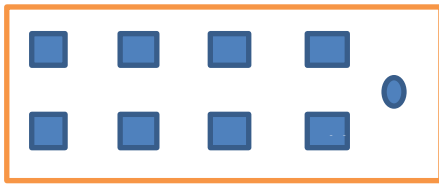


THE MILLENNIUM MEMORIAL HALL PROJECTOR INSTRUCTIONS

(1)

PROJ ON HDMI 1

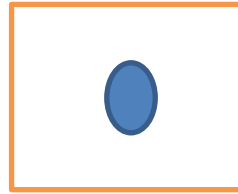


PROJ OFF

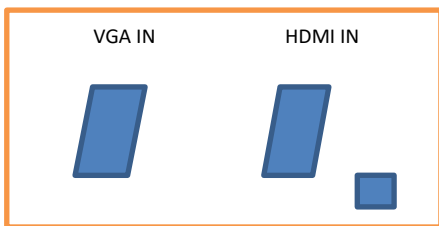
VIDEO BLANK

(2)

KEY TO TURN POWER ON



(3)



SELECT

To Turn On

1. In the tall cupboard in the kitchen behind the door collect the Sound System key hanging on a Red Tag.
2. Open Sound System Cupboard in corner of Main Hall to obtain Projector Cables and Projector Key
3. If Audio is required through the Hall Speakers turn on the Sound System using smaller key to turn power on at rear right hand side of sound system cupboard (Turn the key anti clockwise)
4. Under the Projector screen at the opposite end of the hall are the Projector Controls. Insert key and turn ¼ turn clockwise (2)
5. Connect Laptop to Lower Box (3) using either HDMI or VGA Cable. N.B. Hirers are responsible for ensuring that computer equipment they bring into the Hall is compatible with the connector cables supplied.
6. Press and hold Projector On Button (until faint click is heard) on Box (1) – projector will take a few moments to boot up when fan will be heard
7. Press Select button on low level box (3) if you need to switch from either VGA or HDMI
8. Volume is controlled from all of the following: Sound System cupboard, Wall mounted Box (1) and Laptop. If the green lights on the Wall mounted box are flashing the noise has been muted at this point. Press the knob to remove the mute function. One press turns sound ON, second press turns it OFF again.
9. Video Blank button (1) allows speaker to view and control on the laptop without the image being displayed on the Projector screen

To Turn Off

1. Press Projector Off button (1) the light will continue to flash blue until Power has been turned off using key
2. Unplug Cables
3. Turn Power Off by turning key anti-clockwise ¼ turn. The fan will continue to run for a few minutes afterwards.
4. Return ALL Cables and keys to Sound System Cupboard after use.
5. Turn Power Off on Sound System, Lock Cupboard and return Sound System Key to Kitchen