

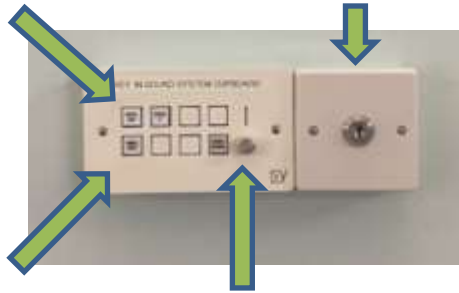
LITTLETON MEMORIAL HALL PROJECTOR INSTRUCTIONS

Projector Controls

Projector on

Key control

HDMI / VGA connector box



Projector off

Volume Control

To Turn On

1. Collect sound system key (red tag) from the tall cupboard in the kitchen behind the kitchen door.
2. Open sound system cupboard in corner of main hall to obtain projector cables and projector key. The projector key hangs on the inside of the left hand door.
3. If audio is required through the hall speakers turn on the sound system using the smaller sound system 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 far end of the hall are the projector controls. Insert key and turn $\frac{1}{4}$ turn clockwise. Press projector on button. Button will flash blue.
5. Once projector on button remains a constant blue, press projector on button again, it will begin to flash again and then you will hear a faint click from the ceiling mounted projector. The projector will take a few moments to boot up then the fan will be heard and a faint image will be projected.
6. Connect laptop to lower box 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.
7. Volume is controlled from all of the following: sound system cupboard, wall mounted projector controls 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.
8. Video Blank button 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. The light will flash blue. Wait until the light extinguishes.
2. Unplug cables from wall plate.
3. Turn power off by turning key anti-clockwise $\frac{1}{4}$ turn.
4. Return ALL cables and projector key to sound system cupboard after use.
5. Turn power off on sound system, lock cupboard and return sound system key to kitchen cupboard.