

Bucklebury Memorial Hall Audio Visual Equipment

This equipment is available for use provided you have booked and paid for it.

General

In essence it is just like you TV setup at home except that it has a separate amplifier

So in order for it to work:

The projector must be turned on.

The source (our DVD player or your PC) must be turned on

The amplifier must be turned on.

In addition the projector must have it's source set to either the DVD or the PC. In general this should happen automatically, just like your TV the projector detects that a source is sending signals and should turn itself to that source

Step by step instructions:

1. Unlock the key safe using the code you were given when you booked the equipment. Do not share this code with others.



2. Using the key, open the AV box and take out the three remotes. Epson=Projector, Samsung=DVD player, Marantz=Amplifier. Note that the remotes can either be pointed at the projector or their own piece of equipment.



3. Lower the screen using the switch on the wall. Return the switch to the mid position when the screen has stopped.
4. Turn on the amplifier and the DVD player using the switches on the equipment (not the remotes)



5. Turn on the projector using the on/off button on the Epson remote. The light on the projector changes colour but it takes a while for the projector to warm up and start projecting an image



6. Now you need to turn on your source
 - 6.1. Using the DVD as your source.
 - 6.1.1. Open the DVD tray (DVD remote)
 - 6.1.2. Put your DVD in and close the tray. The DVD should start to play.
 - 6.1.3. Use the projector remote to control the DVD menu if necessary
 - 6.2. Using a PC as your source.

There are both hdmi and vga inputs on the skirting

 - 6.2.1. Plug you PC into either the vga or hdmi socket.
 - 6.2.2. Turn your computer on
 - 6.2.3. You may need to access the display mode of your PC to set it to power two screens.
 - 6.2.4. You may also need to adjust the screen resolution.
7. You should see your source (the film on the DVD or your PC screen) displayed by the projector. If not use the source button on the projector remote to change the source. (In practice you are unlikely to have to do this unless both sources are active – ie you have a DVD in the player and a PC plugged in)
8. When you have finished
 - 8.1. Turn the source off (remove DVD and press on/off) or turn off PC and disconnect.
 - 8.2. Turn off amplifier. (on/off button)
 - 8.3. Turn off projector using the remote.
 - 8.4. Put remotes back in box, lock and return key to key safe)

DO NOT UNDER ANY CIRCUMSTANCE TURN OFF THE MAINS SWITCH TO THE EQUIPMENT

This can cause permanent damage to the projector.