

Projector and screen operating instructions

Turning ON



Remove the padlock from the red rotary switch and rotate the switch clockwise.

The lights on the central panel flash initially then go steady



Ensure there are no obstructions to prevent the screen from lowering to the height of the stage floor. Press and then release the ON button to lower the screen and turn on the projector. This takes a few seconds.



Switch the audio cabinet on at the mains plug on the wall.

Plug the laptop into the HDMI socket on the side of the audio cabinet. There is an HDMI cable inside the audio cabinet. (The key for the audio cabinet is in the safe.)

There is no requirement to press the PC button. The blank button below will cause the screen to go blank to the audience while you work on your laptop. Pressing the button a second time will restore the picture to the screen.

Projector and screen operating instructions

Turning OFF



When your presentation is complete press and hold the OFF button for a few seconds. The screen will retract and the projector will start closing down. A green light will start flashing on the base of the projector.

DO NOT TURN THE RED ROTARY SWITCH TO OFF UNTIL THE GREEN LIGHT ON THE PROJECTOR GOES TO STEADY.

THIS MAY TAKE A COUPLE OF MINUTES AND IS TO ALLOW THE LASER PROJECTOR TO COOL DOWN.

DON'T BE IMPATIENT!

Disconnect your laptop from the audio cabinet, replace the HDMI cable in the cabinet (if you used it), rotate the red rotary switch anticlockwise and replace the padlock. Return the padlock key to the wall safe and close the door.

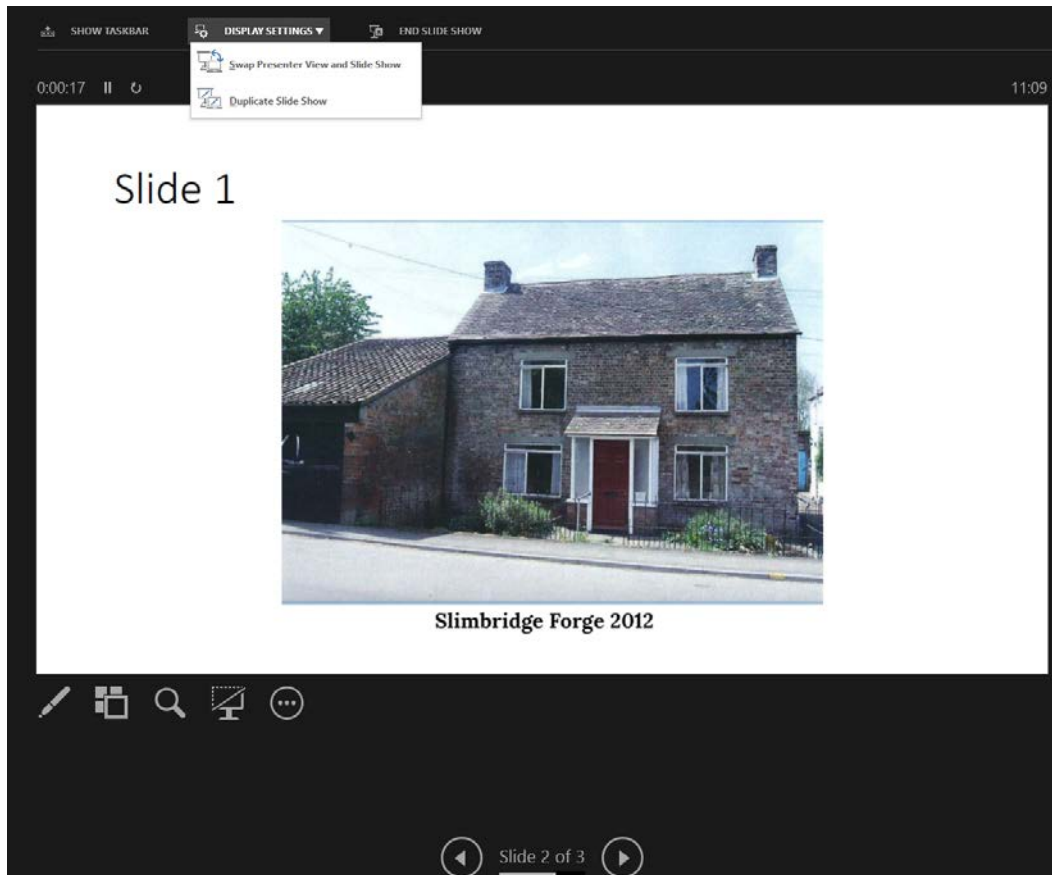
You're done!

If you see the red light on the wall safe illuminated it means the batteries need replacement so please let the booking clerk know. Thank you.

Troubleshooting

Windows

Sometimes the picture on the screen becomes reversed with the picture on the laptop. Typically, this is when using the Presenters view in PowerPoint. If this happens select Display Settings and Swap Presenter View and Slide Show to reverse the pictures.



Mac

There is a known problem with the latest system update, High Sierra, September 2017. This can cause baffling and unpredictable problems with the display. There is a fix forecast but I downloaded a driver from <http://www.displaylink.com/downloads/macOS> which solved the problem. This was in February 2018 and a subsequent Apple fix should solve this problem eventually.

Both

As usual with computer stuff, if something unexpected happens simply reboot/switch off and on again. This usually solves the problem.