

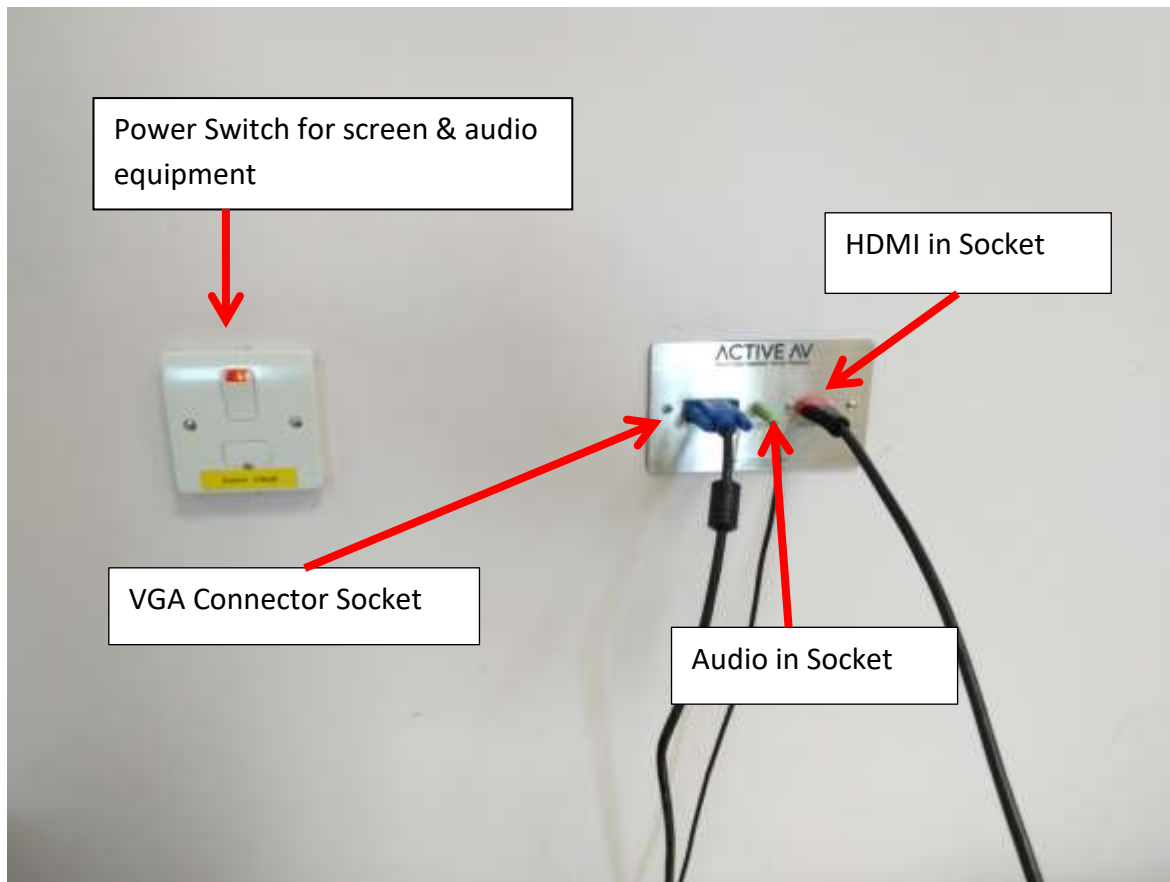
Using the Projector at Ashton Methodist Church Centre

Users will need to supply their own laptop computer. Connecting cables are provided.

The projector is mounted on the wall and is pre-focused on the drop down screen.



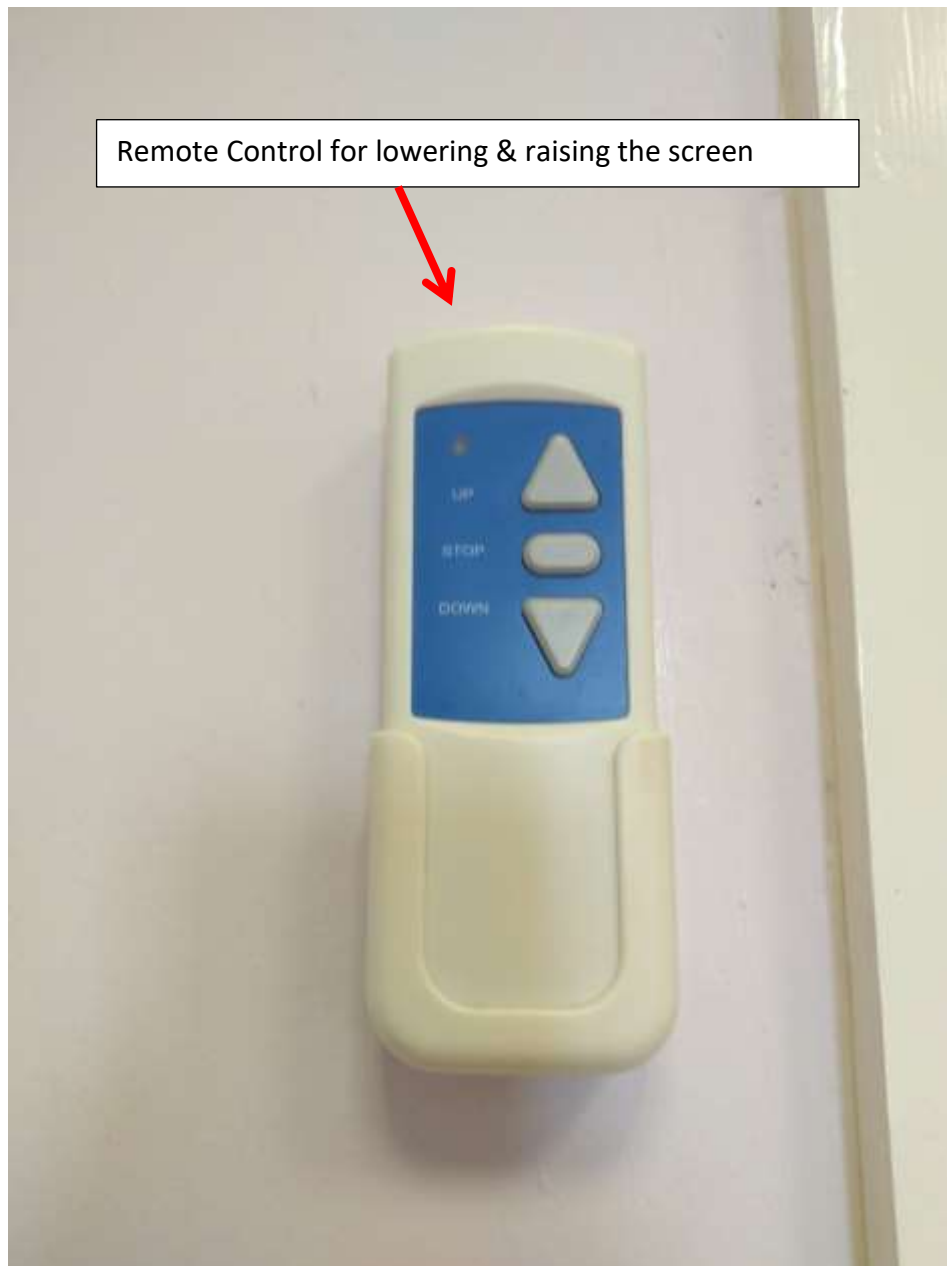
As you look at the screen, there is a power switch in the left hand corner of the room. Switch this on and you have supplied power to the drop down screen, the projector and the inbuilt sound system. (The speakers are mounted in the top corners of the room).



The on-site computer has since been removed; you need to supply your own Laptop PC.

There is usually a multi-way mains adapter plugged into the wall socket for your use. If you need a longer extension you will need to supply your own.

To lower and raise the screen, there is a white plastic remote control. This is normally stored in a plastic holder mounted on the left hand side of the window frame below the screen.



Once you have turned on the power, remove the controller from its wall mounting and point it at the left hand edge of the screen and press the “Down” button. The screen will drop down to its open position. It will stop automatically when it reaches its fully open position. Replace the controller straight away to avoid it being misplaced (You will need it later to put it back up again). To put it away again you simply have to press the “Up” button and it will drive itself to the closed position and automatically stop. (Remember to replace the controller).

To turn on the projector you have to use the correct remote controller, as below, this will be left on the corner table adjacent to the cupboard.

Remote Control for the Projector



Point the controller at the projector and press the “Red” button. There is a LED indicator which will turn to green once this signal has been received. Unfortunately it is very small and difficult to see at the height the projector is mounted. After a period of about one minute the projector will illuminate the screen and get gradually brighter. Put the remote controller where you can find it when you have finished. You should now switch on your laptop and connect it to the projector via the wall socket.

Connecting the laptop to the projector using HDMI cable

Connect your laptop using an HDMI cable (preferred method) this will have been left plugged in to the HDMI socket on the wall near the power switch. Connect the other end of this HDMI cable to your HDMI socket on your laptop. You can now run your presentation. There is normally no need to make further adjustments to the projector as it is pre-focused and all the other parameters e.g. “Keystone” are pre-adjusted for optimum performance.



Connecting the laptop to the projector using 15 pin VGA cable

If your laptop only has a 15 pin VGA output, you can use the supplied cable (left plugged into the wall socket) instead. The projector will usually find the correct input signal to display automatically.



When you have finished your presentation disconnect the HDMI or 15 pin VGA lead from your computer, leave the other end plugged into the wall socket, and drape it over the table so as to avoid it being a trip hazard.

Using the red button on the projector controller, switch off the projector. Follow the on-screen instructions which will tell you to press the red button again to complete the process.

Using the screen controller, press the “Up” button to drive the screen to the closed position then replace the controller in its storage location.

Once the projector is powered down and the screen is closed, switch off the power at the wall switch.

NB.

There is also a multi-way mains extension in the corner of the room for your use if you need it for your laptop.

Supplying Sound

If you are using an HDMI cable between the laptop and wall socket it will allow any audio signal to be sent to the wall speakers. This audio output may need to be set up on your laptop. (Beyond the scope of this instruction document)

If you are using the 15 pin VGA cable you will have to connect a 3.5mm stereo audio cable between the laptop “audio out” and the wall socket “audio-in”. (This should also be left plugged into the wall socket for your use) To control the volume you should use the volume control on your laptop, since the sound level of the speakers is pre-set and can’t be adjusted.

