



INSTRUCTION SHEET C

DISK PLAYER AND PROJECTOR

Please follow the instructions below to use the equipment correctly.

Do not press or adjust switches unless instructed to do so otherwise the equipment may not function as expected. Please note warnings in red.

Turn on the AV system

1. Switch on the (marked) **AV Master** Switch below the rack in the equipment room / chair store at the rear of the hall. You may need to move the chair stacks to reach this switch.



Open Safe

2. The key to the equipment rack is kept in the wall safe located below the equipment rack. You will be provided with the 5 digit code to open the safe if you have requested the use of the disk player when making your booking. Enter the required code followed by the # symbol on the keypad then turn the knob clockwise to open.



Open the equipment rack to access the disk player

3. The key to the rack hangs on a hook on the right hand side of the safe. The rack is opened via the lock on the right hand side of the front door. The Sony Blu-ray / DVD Disk Player is the bottom item in the rack.



4. **Please do not touch any of the controls or settings of any other items of equipment in the rack as these are set at the correct levels for normal usage.**

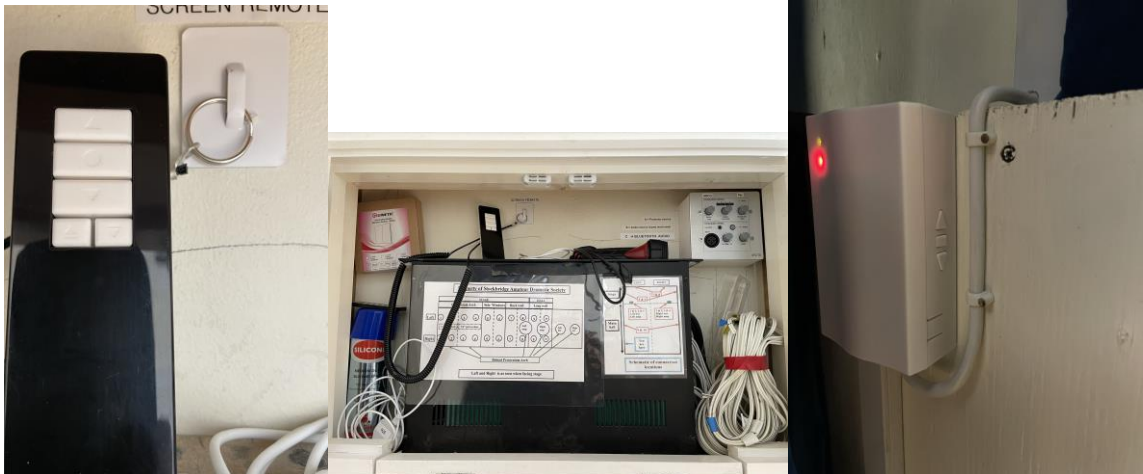
Insert disk / memory stick

5. Press the button on the DVD player to open the disk tray, which will switch on the machine, and insert either a Blu-ray or DVD disk and close the tray.
6. Alternatively, if the source file is on a USB memory stick, open the small cover on the right hand side of the Sony player to reveal the USB port and insert the memory stick.

Lower the screen

7. The screen is ceiling mounted behind the stage curtains. **Please ensure that there are no obstructions below it otherwise the screen may be damaged when lowered.**
8. The screen can be lowered and raised via either of two sources:-
 - 1) A remote control fixed to the small cupboard at the rear of the hall
 - 2) A fixed switch located immediately behind the left hand side of the stage proscenium

NB When lowering the screen it will stop automatically fully down in the correct place for the projected image.



Switch on the ceiling mounted projector

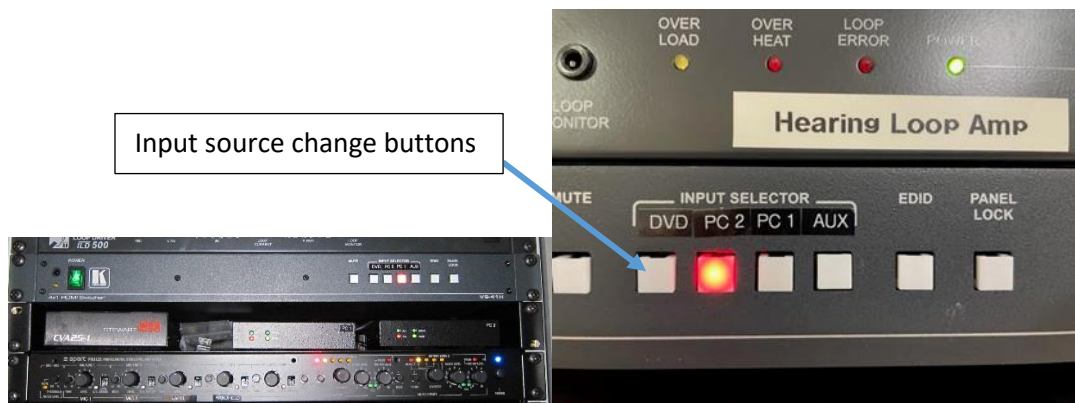
9. Switch on the projector using the white remote control (kept in a basket on the wall in the equipment store room). Press the red **ON** switch (top left) on the control while pointing the control at the ceiling projector. After a few seconds the screen in the hall will be illuminated in blue with the word 'Panasonic' in the centre of the screen.

Do not press any other buttons on the remote at this stage.



Select input source

10. The Kramer Switcher unit in the equipment rack controls the input source. Press the **DVD** button to select the Sony Disk Player as the input source for the projector. The button will then light up to show it has been selected.



11. The main screen in the hall should now display whatever is placed in the DVD player. You can also view this from *inside* the equipment room on the small monitor to the right of the rack.

Maximise screen visibility (if necessary)

12. The projector is set to display the largest possible image on the lowered screen. To avoid the top of your image being projected on to the 'scalloped' top curtain area use the metal chain cord behind the right hand stage proscenium to raise the fringe above the projected image area.

Set and adjust the sound level

13. You will need to select the sound source and, if necessary, adjust the volume using the audio control panel inside the white corner cupboard at the rear of Hurford Hall. Turn the centre knob at the top to position **A**. The volume is adjusted by turning the top left hand knob ("Music Level") to the desired level. Films will normally be set initially at around **volume level 6** but then can be adjusted according to the disk's output sound level.



Sound volume control knob.

(NB The knob on the right hand side is for the use of the **radio mics** – ignore if not using)

Turn centre button to the left pointing at **A** which tells the System Audio Control to adjust the volume of **projected sound**.

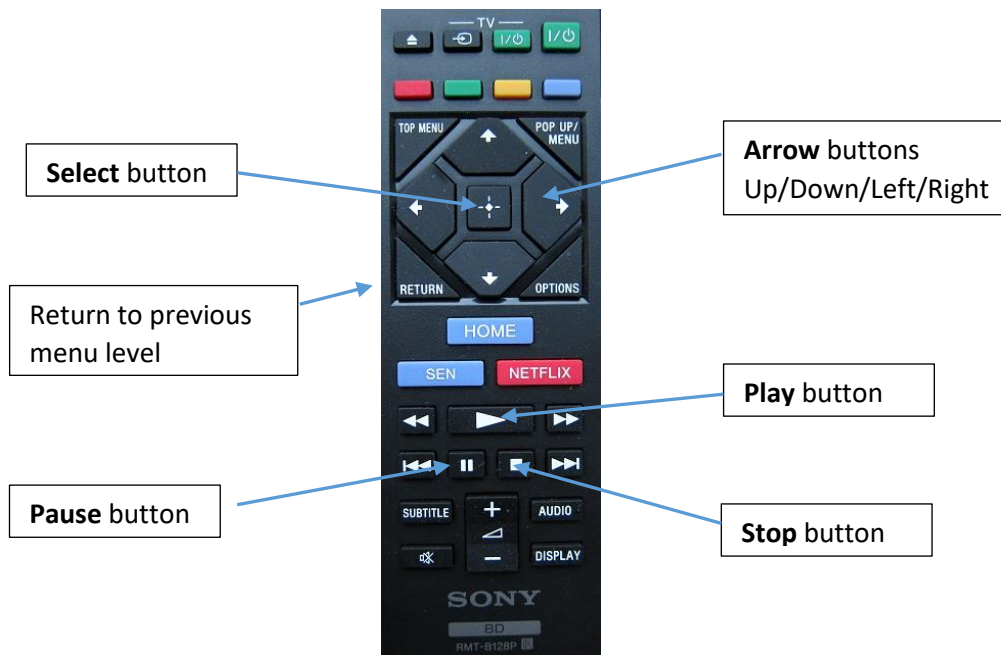
Do not touch the Local Audio Controls at the bottom. If power is lit in this zone press the **POWER** button to turn it off. This is used to adjust the volume for other audio sources.



NB ensure that the hearing loop ceiling mic switch below the equipment rack is turned **OFF** for the best listening experience for films.

Play Disk

14. You are now ready for operation. Use the Sony remote control in the mesh holder on the wall opposite the equipment rack to control the operation.
15. Press the blue **Home** button to bring up the player menu then scroll up/or down using the arrow buttons to choose either DVD or USB source and then press the centre select button.

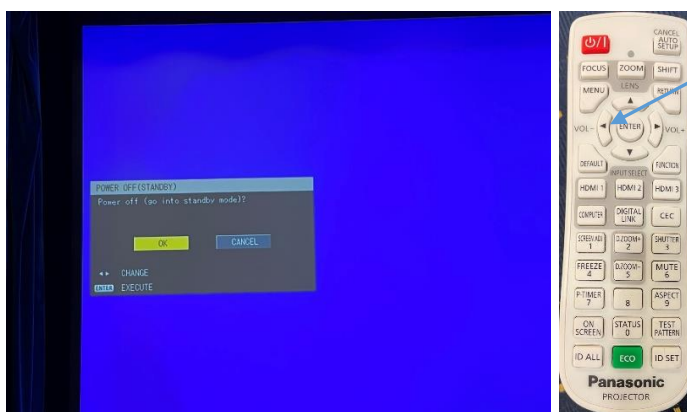


16. Press **Select** or **Play** to start playing or **Pause/Stop** as required. There is probably no need to use other buttons. Volume cannot be controlled from the remote

Closing Down

17. At the end of your event **please follow this sequence** to close down the system:-

(1) Before raising the screen turn **OFF** the projector by pointing the white remote at the ceiling projector and press the red on/off button. A panel will appear on the screen with an option to continue to turn it off or cancel the operation. Press the left arrow button to move the status to **OK** (shows in yellow on the screen), then press **Enter** to finally turn it off



(2) Now raise the screen by pressing the **UP** button on the screen control (see **para 8**). It will stop automatically when fully raised.

(3) Remove the HDMI cable from your PC and return it to the safe.

(4) Lock the safe by turning the knob clockwise.

(5) Finally please ensure the whole system is **turned off at the AV Master Switch** below the rack in the equipment room.