



INSTRUCTION SHEET B

LAPTOP INPUT TO 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.

Important Note: you should only use the Town Hall supplied high speed HDMI cable, which can be found inside the safe in the equipment room/chair store. Other products are unlikely to work adequately. The cables are kept in the locked safe on the wall underneath the equipment rack. You will be provided with the safe code to unlock it before your booking

Turn on the 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.



Select operating location

2. Decide the location from which to operate the PC – either at the left hand side of the stage at the front or at the rear of the hall to the right of the window.

There are marked AV input sockets

- a) on the left side of the stage behind the stage curtains (**PC1 Input**), and
- b) below the white cupboard at the rear right hand side of the Hall (**PC2 Input**).

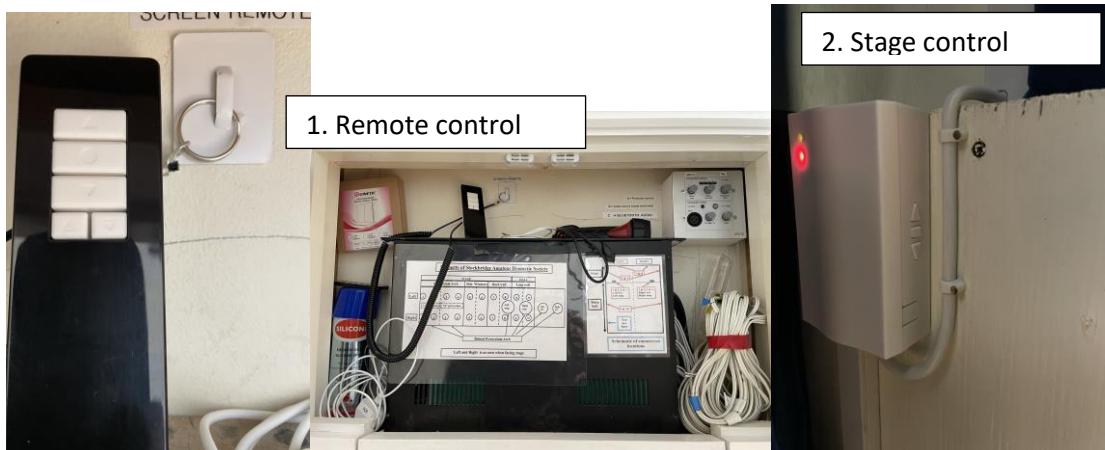


Lower the Screen

3. 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.**
4. The screen can be lowered and raised via either of two methods:-

- 1) A remote control fixed in the small cupboard at the rear of the hall. Press the large button showing the down arrow to lower and the up arrow to raise.
- 2) A fixed switch located immediately behind the left hand side of the stage proscenium

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



Switch on the ceiling mounted projector

5. 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.

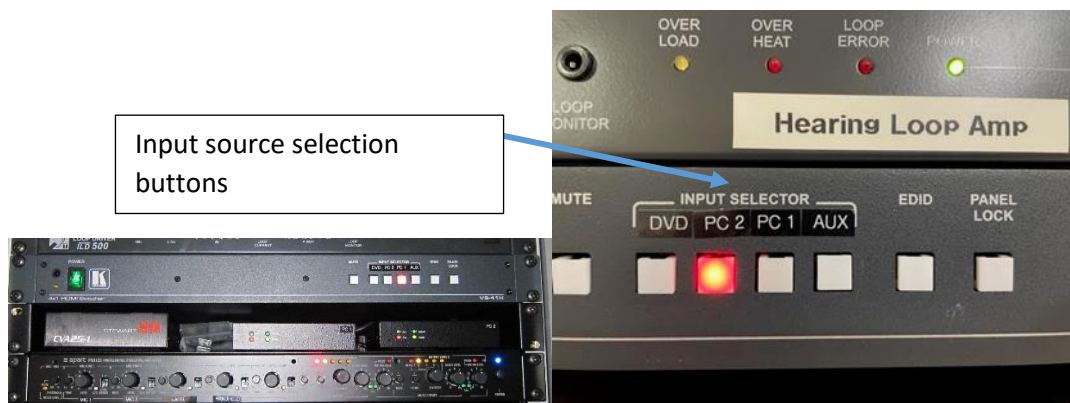
Do not press any other buttons on the projector remote at this stage.



Select input source on the Kramer Switcher

6. The Kramer Switcher unit in the equipment rack controls the input source. Select the **PC1** button if you intend to operate your PC from the **front** of the hall or **PC2** if operating from the **rear** of the hall. The button will then light up to show it has been selected.

NB It is important to do this BEFORE plugging your PC into the input socket (see stage 5)



Plug your laptop into the chosen wall input socket

7. Plug the laptop into the special AV sockets (below) using either an HDMI lead
If your laptop is an old version then it may not have an HDMI output socket in which case please ask us for a VGA/Audio lead



Adjust laptop settings

8. You may need to adjust the setting on your laptop to direct the output to the **projector** instead of the laptop and **duplicate** it on both the laptop and the projector screen. Press the Windows key and P to change the setting
9. You may also need to adjust the screen resolution on your laptop to display the image in the desired shape for your picture though this should happen automatically. The maximum screen resolution should be set to **1920x1080** if necessary as the projector is set to this maximum level.

Maximise screen projection area (if necessary)

10. 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 use the metal chain cord behind the right hand stage proscenium to raise the fringe above the projected image area.

Operation – No sound

11. The projector is pre-focussed and therefore does not need to be remotely adjusted. If this is a Powerpoint presentation or display with no sound there should be no further action required and you are now ready to operate your projected display.

Operation – with sound

12. If you are projecting a film from the laptop, or anything which includes sound, then you must select the correct sound source and, if necessary, adjust the volume either on the laptop or using the audio control panel (or both).
13. The audio control panel is inside the white corner cupboard at the rear of Hurford Hall. Turn the centre knob at the top to **A**. The volume is adjusted by turning the left hand knob (“Music Level”) to the desired 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)

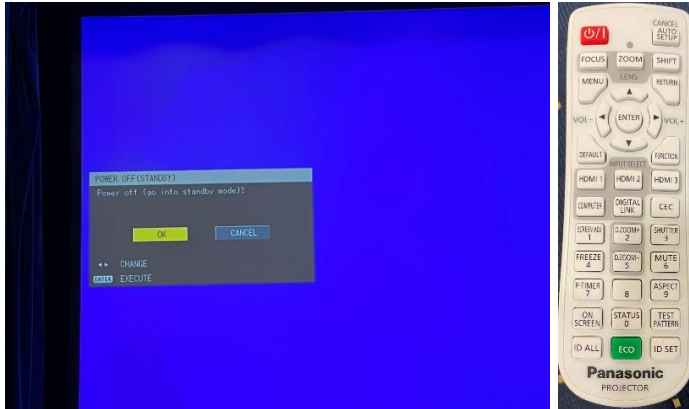
Turn centre button to the left pointing at **A** which tells the System Audio Control to adjust the volume of **projected sound** rather than the **audio input source** .

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. These are for audio input from other devices

Closing Down

14. 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 (top left on the remote). A panel will appear on the screen with an option to continue to turn it off or cancel the operation. Press the remote left arrow button to move the status to **OK** (shows in yellow on the screen), then press **Enter** to turn it off.



(2) Now raise the screen by pressing the **UP** button on the screen control (see **para 4**). 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.