



Instructions for setting up the projector

Where do things go?

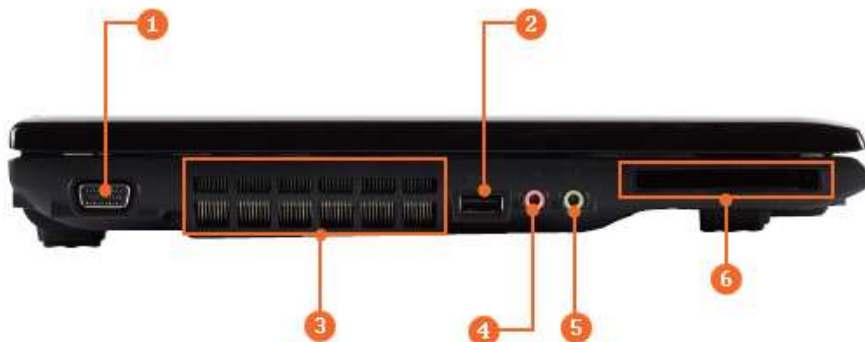
The screen is lowered by pressing the lower button in the equipment room. The projector stand goes immediately in front of the first row of chairs and is angled towards the screen. The projector goes on top of the stand—there is no need to adjust the height of the legs yet. The computer goes on the lower platform of the stand. The grey wedge monitor usually goes on the front row chair nearest the aisle—the cover can be taken off by opening the silver catches.

What connections need to be made?

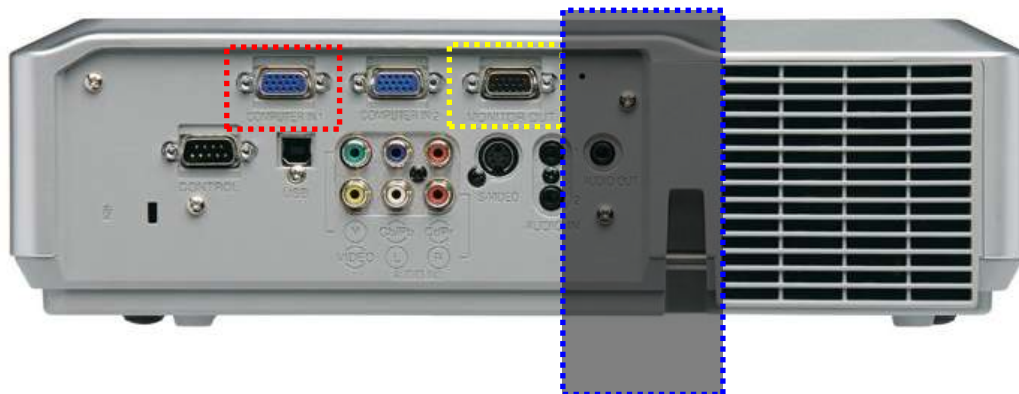
The power cable plug from the computer power adaptor needs to be connected to the socket at the right hand end of the back of the computer. This is marked '5' in the picture below:



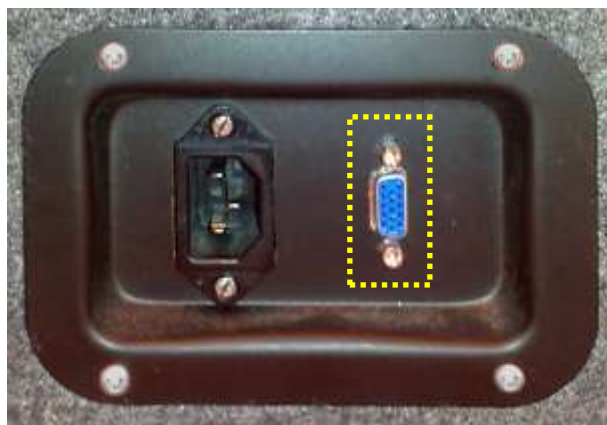
Looking at the left hand side of the computer find the connection socket towards the back which is slightly narrower at the bottom than the top marked '1' in the picture below:



There is a corresponding cable, which is black with blue plugs at each end shaped like in the picture to the right. One end of this cable should be plugged into the socket you found on the computer's left hand side. It can only go one way up. The two thumb screws projecting from the back of the blue plug can be gently screwed into socket after connection to stop the plug dropping out. The other end of the same cable should be plugged into the back of the projector into the socket marked 'COMPUTER IN 1' (outlined with a red dashed line in the picture below). The little thumb screws can be tightened here as well. This cable carries the video signal from the computer to the projector. If the computer is being used at the back of the church then the blue plug will need to be plugged into the wall socket (see special situations below).

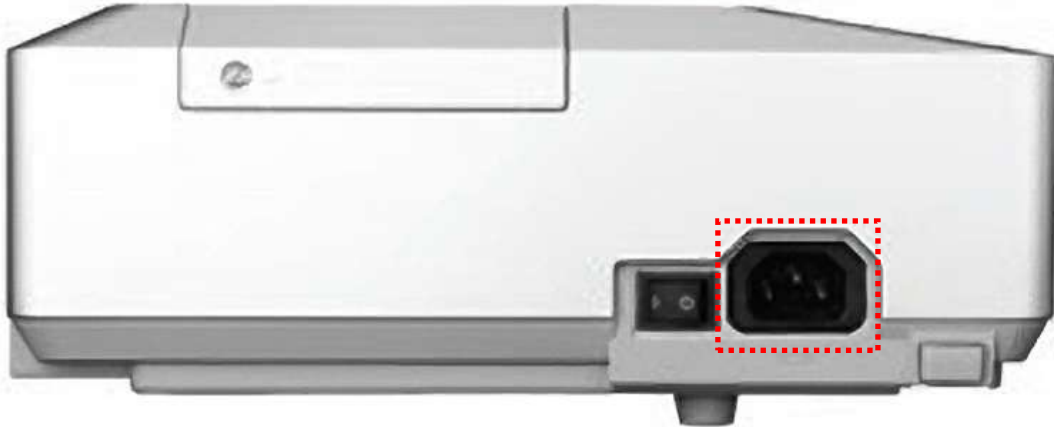


Another cable, grey in colour with a grey plug (exactly the same shape as the blue plugs above) at each end is used to carry the video signal from the projector to the wedge monitor. Normally, this is left lying under the front row of chairs along with the long black power cable for the wedge monitor. One end should be plugged into the socket marked 'MONITOR OUT' on the back of the projector (outlined with a yellow dashed line in the picture above). The black safety strap will need to be placed around the projector and top platform of the stand to prevent it being knocked off. The best place for the strap is shown on the picture above (outlined in blue dashed line), although it is not important as long as the strap does not cover the grille for the fan or the lens at the front. The other end of the grey cable should be plugged into the socket on the back of the wedge monitor (outlined with a yellow dashed line in the picture below).

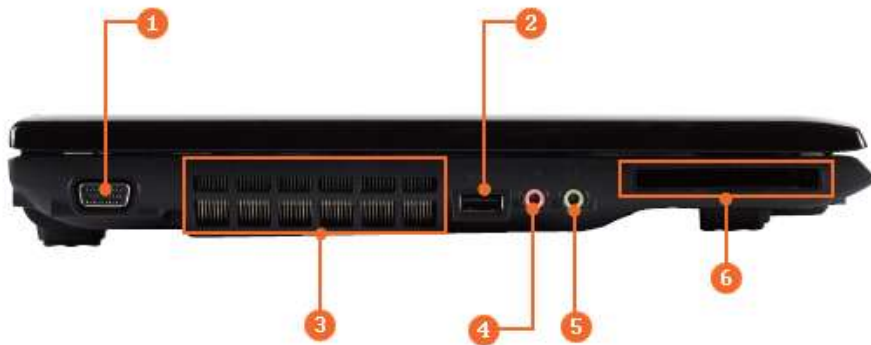


The other socket on the back of the wedge monitor is for the black power cable, which should be running under the front row of chairs with the grey monitor cable. The power cable can be plugged in now. Please note, if the wedge monitor is not required for a particular service or event, then the projector will work perfectly well without the grey cable connected to it.

The power cable for the projector should be inserted into the socket on the side (see diagram below, outlined with red dashed line).



If sound (audio) output is required from the computer, this can be fed into the amplifier/loudspeaker system by connecting the black cable with two different sized jack plugs on each end (similar to those seen on the right). The smaller end goes into the light green socket on the left hand side of the computer (marked '5' in the picture below).

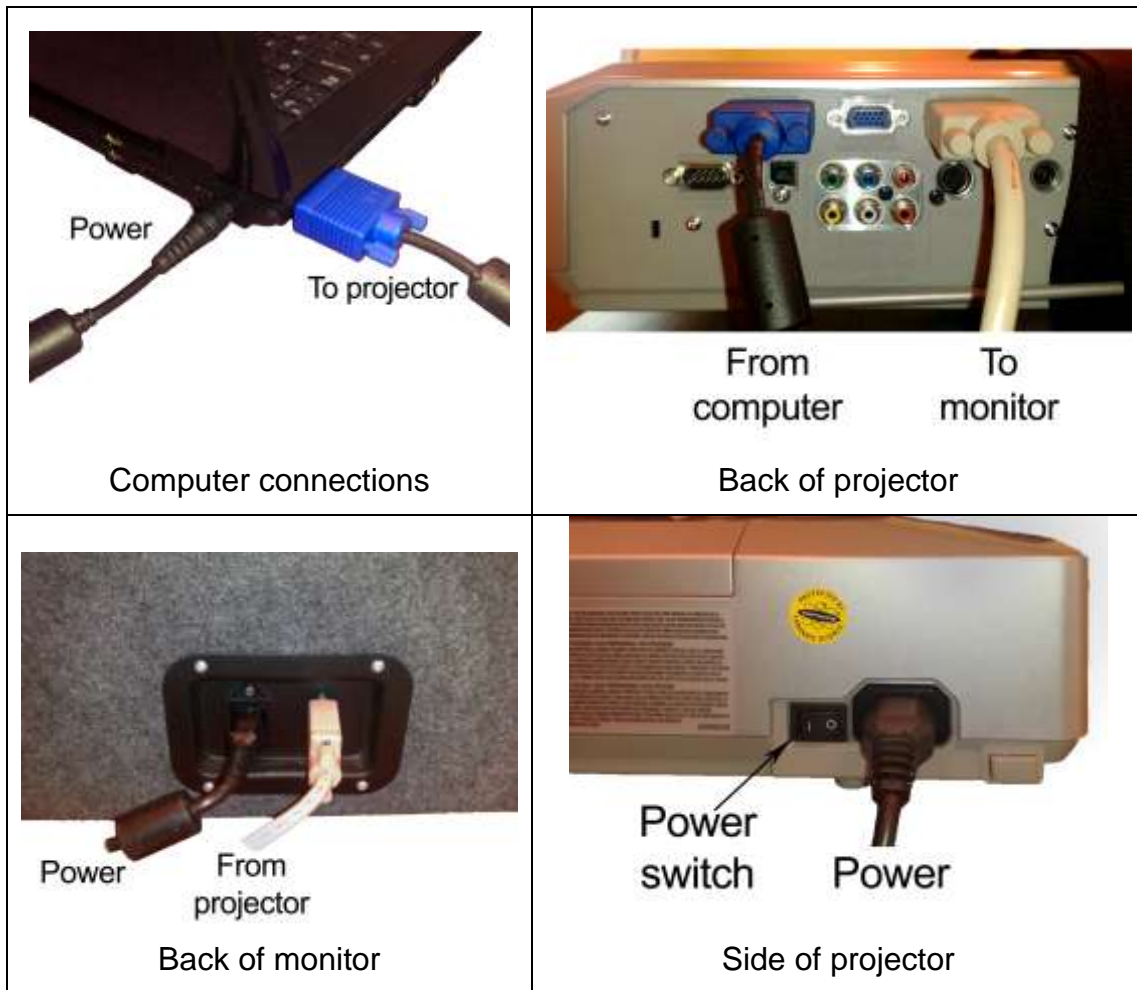


The larger end should be put into the 'AUDIO IN' socket on the wall box near the end of the first row of chairs. The 'AUDIO LEVEL' knob can be used to help balance the volume of the signal coming from the computer.

If no sound from the computer is required during the service it is best not to make these connections, otherwise the congregation may become aware of the various beeps and other sounds that computers make on a regular basis.



The following pictures show how the connections should look if made correctly:



Switching it all on

Once all the connections have been made it is time to switch everything on. The first thing to switch on is the computer (outlined in red dashed line below). The switch for this is towards the left at the back near the keyboard. Press it once and the computer should start.



Once it is clear that the computer is starting normally, you can switch on the projector: first use the power switch on the side (arrowed in the picture earlier) and then press the button on top marked STANDBY/ON as in the picture below:



After a while (up to a minute or so) the projector should automatically detect the computer and start to display the same picture as on the computer display. If not, pressing the **Fn** + **F4** keys at the same time on the computer keyboard should make this happen.

Making sure the display is correctly aligned, in focus and sized is covered in a separate document "Giving the PowerPoint show in a service".