

Screen and Projector Set-Up

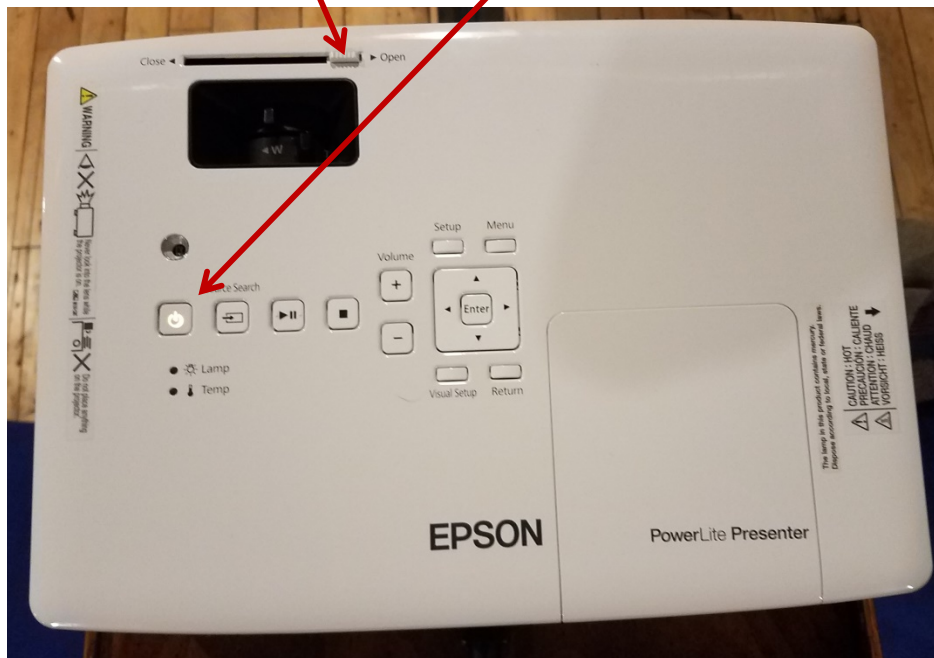
Set up the screen first.

- 1) Set the screen face down on the floor.
- 2) Release the carrying handle.
- 3) Press the latch to remove the stand.
- 4) Loosen the knob on the stand and extend the legs fully. Retighten the knob.
- 5) Set the stand on its feet with the latch facing the wall.
- 6) Lower the screen onto the stand, matching the channel in the screen with post on the stand.
- 7) Standing in front of the screen, press the latches in back and open the screen partway.
- 8) Stand to one side of the screen, and carefully open fully (open until you hear second 'click').



Then set up the projector / DVD player.

- 1) Place the projector on a table centered approximately 8 to 10 feet from the screen.
(Use the small side table to the left of the stage).
- 2) Insert the power cable into the back of the projector, and plug the power cable into the outlet on the floor-to-ceiling support column nearby. (Avoid a tripping hazard by running the cable beneath the meditation mat between the projector and power outlet).
- 3) Open the lens cover and press the power button. The projector will warm up, and then display a logo on the screen.





- 4) The next steps involve adjusting the image to fit on the screen. To raise the image, press the foot adjustment levers and lift the front of the projector. Release the levers to lock the feet in position. If the image is horizontally tilted, you can fine-tune by turning the feet to level it. You may also have to move the projector closer or further away from the screen to make the image fit well on the screen.
- 5) Use the zoom lever (marked with 'W' and 'T') on the top of the projector to enlarge the image and use the focus lever to adjust the focus.

Playing a DVD

Note: There is a remote control that comes with the projector. The remote can be used to control/play the DVD player and can also be used to adjust the image shape.

- 1) If you are showing a DVD, plug the audio cable into the headphone jack on the front of the projector — the audio cable may be coiled up on the AV cabinet or already taped along the floor and laid under cushions, running from the AV area to the projector. Make sure it is taped down in any area where it may pose a tripping hazard.
- 2) Test the DVD player before the session begins to make sure the image is good and the sound is at a reasonable level.

There is a slide control on the mixing board labeled "projector / computer" that should be set to the 0 position. Then use the remote control to adjust DVD sound.

Using a laptop

- 3) There are several adaptors in the brown cabinet next to the stage that will accommodate most computers. The most common way to hook up a laptop to the projector is using the HDMI port on the projector and laptop. An HDMI cable is kept in the neoprene projector case.



- 4) If HDMI is not an option (uncommon these days), one can use a VGA video cable with two blue ends. Plug one end into the computer VGA-out port, the other into the VGA-in port on the back of the projector.
- 5) Once the laptop is connected and powered on, press the 'Source Search' button on the projector; the projector should automatically find and display the input from the laptop.
- 6) When using a computer to show video with sound, you will need to plug the audio cable into the headphone jack on the computer. This cable is lying coiled up on the file cabinet next to the audio table and must be *carefully* run to the projector table.

**Note: Some laptops, when connected using HDMI, channel all of the audio through the HDMI connection. In this case, you will not hear sound using the headphone jack on the laptop. If you have no sound and are using the HDMI connection, try moving the audio cable to the headphone jack on the front of the projector.*