

Holmer Green Village Centre Main Hall Projector Instructions

The Main Hall of Holmer Green Village Centre now has a projector permanently installed on a beam which shines on to the pull-down screen at the entrance door end of the hall.

1. The screen can be pulled down using the short pole with hook that is positioned under the shelf on the rear wall of the hall.
2. The projector has a remote control which is locked in the metal cupboard adjacent to the entrance door. The cupboard's combination is 151 (please note that the numbers are 90 degrees to vertical). With the correct combination, twist the knob. You will find the remote control & leads in the box.
3. Remove the remote control and press the blue button with the on off icon. A second blue light on the projector will start to flash and the bulb will illuminate the screen after 30 seconds or so.
4. Establish what connection is on the laptop or tablet you want to connect to the projector. The current options are:
 - a. VGA – the old-fashioned connector from PCs to their monitors – 3 metre lead in box
 - b. HDMI – now industry standard for computers & TVs. 3metre lead in box
 - c. IProjection – an Epson app that, if installed. Allows you to project from a phone or tablet over WIFI. Anyone who wishes to use iProjection will need a separate briefing.
 - d. USB connection should be working shortly.
5. To connect your laptop or tablet to the projector, take the correct lead from the metal box, plug it in to the correct socket on the wall box (see picture right) with the other end plugged into your device which needs to be switched on and for you to have logged in (if required). Use VGA 1 not the other socket which is now marked 'Not in use'. The projector should automatically find your device as a source. If not, press the button 'Source Search'.
6. If you wish to play a soundtrack from your laptop or tablet, use the 3metre 'jack' cable (see picture) to connect from the headphone socket on your device to the similar socket on the AV mixer (see picture) on the wall by the projector wall box. Then follow the separate instructions to turn on and adjust volume on the mixer.

