



Connecting a wired device to the projector to display content

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Use this guide to understand how to connect a wired device such as a laptop to the projector and operate the screen, through either HDMI or VGA.

Level: Beginner

Step 1: Plug in your device using HDMI or VGA

Connect your device to one of the 3 input ports around the hall. This includes the VGA or HDMI sockets at the back of the hall, or the HDMI socket on the rack to the left-hand side of the stage. Only one can be used at any one time.

Please note: there is no audio when connecting to the projector through any means. This will need to be connected separately using the wired mixer at the side of the stage (so cannot be achieved when the device is positioned at the rear of the hall).

Step 2: Turn on the projector

Using the control panel inside the stage steps, turn on the projector mains power switch. Using the remote control attached to the wall at the front of the hall (on the left side of the stage), turn on the projector. You may need to point the remote at the projector itself for this.

Step 3: Lower the projector screen

Using the control panel inside the stage steps, turn on and lower the screen to an appropriate height. It will not stop itself until it is fully lowered, so try to set it around 1ft from stage-level, or until the projected picture is fully contained by the screen.

Step 4: Select the correct input

Use the remote identified above to select the correct input for your device. This will depend on the socket being used:

HDMI (front of hall) - HDMI 1

HDMI (back of hall) - HDMI 2

VGA (back of hall) - RGB 2 (selected by pressing the RGB button on the remote twice)

At the end of use, please remember to turn off the projector using the remote, and raise the screen until it is fully rolled. It will stop automatically when fully raised. Once the projector LED has stopped flashing, switch off both the mains supply and screen power supply from the unit inside the stage steps. If you have used sound equipment with the setup, this also needs to be fully powered off.

▼ Need more detail?

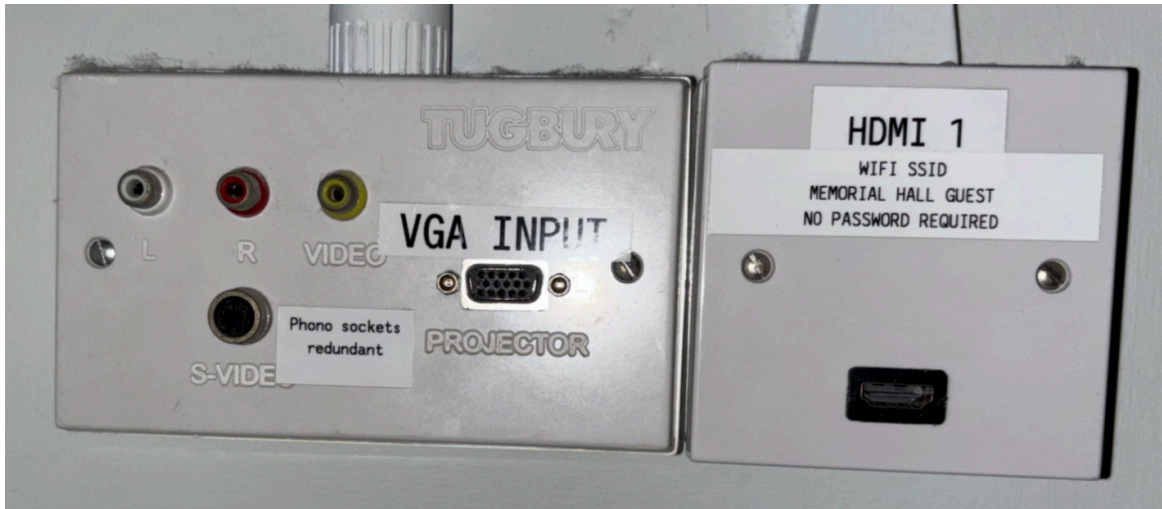
Step 1: Plug in your device using HDMI or VGA

Using a VGA or HDMI cable (not supplied), connect your device's output port (using adapters if necessary) to one of the input sockets. These are located as follows:

- HDMI port to the left-hand side of the stage, built in to the audio rack as shown on the bottom-left corner in the image below



- HDMI port & VGA port at the rear left of the hall (window side) on the wall, as shown in the image below



Only one of these inputs can be used at any one time.

Please note: there is no audio when connecting to the projector through any means. This will need to be connected separately using the wired mixer at the side of the stage (so cannot be achieved when the device is positioned at the rear of the hall).

Step 2: Turn on the projector

Go through the door located to the right of the stage, and stop on the stairs. On the wall, locate the panel shown in the image below.



Ensure **both** the power switch in the top of the image, and the power switch on the left of the wider unit are **both** set to **ON**.

Locate the remote control attached to the wall using velcro near the stage-side rack shown in step 1.

Removing the remote from the wall, point it at the projector in the ceiling, and press the **ON** button.

The projector should begin warming up within a few seconds.

Step 3: Lower the projector screen

Use the toggle switch on the right of the wider unit shown in the previous step to lower the projector screen to a working height. It will not stop itself, so you will need to set it when the image being projected is entirely captured. This is approximately 1ft above stage height.

The switch **can** remain on while the projector screen is in use.

Step 4: Select the correct input

With the projector switched on and projecting a signal, use the remote (identified above) to select the correct input for your device. This will depend on the socket being used:

HDMI (front of hall) - HDMI 1

HDMI (back of hall) - HDMI 2

VGA (back of hall) - RGB 2 (selected by pressing the RGB button on the remote twice)

The image of your device should now be displayed on the screen.

Something not working? Use these checklists...

- ▼ **✗** The projector will not power on
 - Ensure the mains projector power switch inside the stage steps is switched on
 - Ensure the remote control has batteries in it
 - Ensure the remote has an unobstructed line of sight to the projector, and is being aimed at it when attempting to turn it on.

▼ ❌ The screen will not lower

- Ensure the screen power is **ON** (switch on left of control unit is set to **ON**)
- Ensure the rocker switch to raise/lower the screen is not jammed on in either direction
- Ensure the screen is not obstructed in lowering

▼ ❌ The device content will not show on the screen

- Ensure that the device's settings are not preventing this (on Windows - open project settings (Windows+P) and confirm it is **not** set to PC Screen Only
- Ensure the correct input is selected on the projector using the remote (as described above)
- Ensure the cable connecting the device to the socket is **fully** plugged in at both ends and is not twisted/knotted

▼ ❌ The device audio will not play through the PA System

This is because the projector is not linked internally, so you will need to connect to the system separately using [this guide](#).

If these checklists do not solve the problem, turn off the projector using the remote, raise the screen until it is fully rolled, and switch off both the screen power supply and projector mains power once the projector LED has stopped flashing. Contact your Memorial Hall representative.

