East Budleigh Village Hall
Projector Usage Instructions

We have fitted a new BenQ Projector which is controlled via a Remote Control which you will be given by the Hall administrator upon arrival. You will also be provided with a remote control for the Screen. Please take care of these items as they are expensive to replace so please only allow the authorised user should operate the equipment.

Projector   **Screen**

Set Up Instructions:
1. Open the Curtains only via the pull cord on the left hand side.
2. Switch on Power to the screen and Projector at the switch on the left hand side of the stage under the white cabinet as labelled.

Please don't switch on the Amplifier switch unless you have agreed to hire the amplification system.

3. Use the screen remote control to lower the screen please stop it about 12 inches from the stage.

4. The Projector will now show as being in standby mode with an orange indicator lamp

5. If you wish to connect to the projector via a hard wired environment we have provided a connection facility at the left hand side of the stage just below stage level on the return wall offering SVGA or HDMI see below. The CAT 5 is not available to hirers , the 3.5mm Audio is connected to the amplification system in the hall but only with a mono output .

Alternativly we have installed a WIFI conection application called BenQ Qcast which you can download from the Benq Website and pre-install on your device.

6. Having connected the hard wired solution or if using the WiFi connection option please now point the BENQ remote control at the front or rear of the projector and press the ON power button (left top) and the lamp will turn green and the projector will power up it will take about a minute before the screen is illuminated.

7. Please now select the source of the signal using the remote control if it has not been automatically detected. HDMI 1 is reserved for the QCast system so the hard wired HDMI is HDMI 2

8. if using the Qcast system please read the help manual on line to familiarise your self with its functions and limitations.

When you have finished your usage of the projector please use the remote control to put the projector into standby mode (top left) and wait for the fan to close down and the standby light to return to orange . Use the remote to raise the screen and switch off the power at the stage left position you used to power up .

PLEASE DO NOT SWITCH POWER OFF UNTILL THE PROJECTER HAS RETURNED TO STANDBY, OR MAJOR DAMAGE WILL OCCUR FOR WHICH YOU WILL BE LIABLE.