

Portesham Village Hall

Using a Digital Projector with a Laptop

Setting up

Position the projector on a flat surface in front of a screen or a white wall ensuring the whole audience will be able to see the images you wish to project.

This projector will operate in 'daylight' conditions but image will be enhanced by darkness.



1) Connect the projector to the electricity supply

You may need an extension lead to reach a socket and to maintain the best position for the projector.



! Health & Safety – Before switching on and allowing public into the room ensure cables are positioned so that they do not constitute a safety hazard. Use cable mats or cable tidies (see pictures below). Tape can also be used to secure cables.



Position the laptop so that you are not obstructing the audience's view of the screen but ensure there is a clear area for entrance and exit around the table so that you can move freely to and from the front of the room.

2) Connect the projector to the laptop using the VGA cable.

Attach one end of the cable to the projector. Then attach the other end of the cable to the laptop. Tighten the side screws to secure the cable ends in position.



3) Connecting an Audio cable

if you want to use sound you can connect your laptop 'headphone' or 'line-out' socket to the projector 'Audio In'

In the hall you may need an additional PA system

4) Powering On the Projector:

Warning

Remove the lens cap first before powering on.

Never look into the lens when the lamp is on – it can damage your eyes.

This focal point concentrates high temperature.

Do not place any object near it to avoid possible fire hazard.

- Press button on the control panel or the POWER button on the remote control to turn on the projector.
- The projector takes a minute or so to warm up.
- Turn on your source (computer, notebook, DVD, etc.). The projector automatically detects your source.

You should now see the laptop screen view displayed and may also see a projected image of your laptop screen.

If your laptop screen is not projected you will need to adjust the settings on your laptop using the following guidance:

Troubleshooting

If you see one of the following three options, follow the steps below; otherwise go to Troubleshooting II on the next page.

1. I can see an image on the laptop but **not** on the big screen.

2. I can see an image on the big screen but **not** on the laptop.

3. I can see nothing on either the laptop or big screen.

Find the FN (Function) Key on your keyboard (usually bottom left).

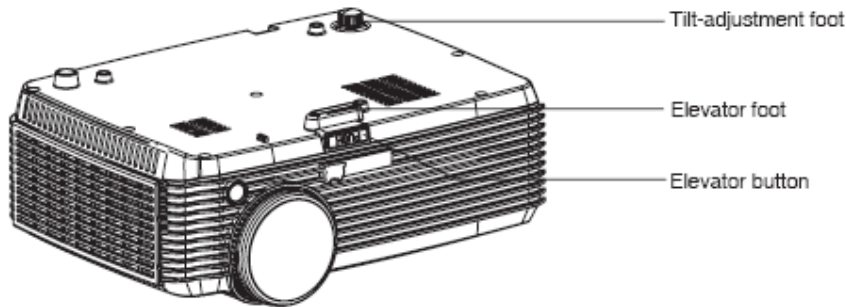
Find the appropriate F key on the top row of your keyboard with an icon like a screen (usually F5, F7 or F8)

Press these 2 keys (FN and F key) at the same time. This will either :

- automatically toggle between different screen options
- or produce a menu on your laptop enabling you to choose Laptop and Projection screen simultaneously visible.

5) Adjusting the Projector

Adjusting the Projector Height



The projector is equipped with an elevator foot to adjust the image height.

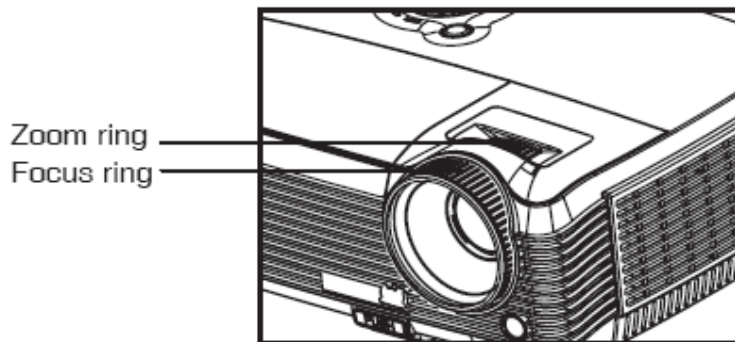
To raise or lower the image:

1. To raise or lower the image, press the elevator button and raise or lower the front of the projector. Release the button to lock the adjustment.
2. To level the image on the screen, turn the tilt-adjustment foot to fine-tune the height.



■ *To avoid damaging the projector, make sure that the elevator foot and tilt-adjustment foot are fully retracted before placing the projector in its carrying case.*

Adjusting the Projector Zoom and Focus



1. Focus the image by rotating the focus ring. A still image is recommended for focusing.
2. Adjust the image by sliding the zoom ring.

6) Powering Off the Projector:

Press button on the control panel or the POWER button on the remote control to turn off the projector lamp. You will see a message "Power off? Press Power again" appear on the screen.

Press button on the control panel or the POWER button on the remote control again to confirm.

The cooling fans continue to operate for cooling cycle.

When the Lamp LED begins flashing, the projector has entered stand-by mode.

If you want to turn the projector back on, you must wait until the projector has completed the cooling cycle and has entered stand-by mode.

Once in standby mode, simply press button on the control panel or the POWER button on the remote control to restart the projector.

Disconnect the AC power cord from the electrical outlet and the projector.

Do not turn on the projector right after power off.

When you have finished using the laptop

- **replace the lens cap**
- **disconnect all cables**
- **ensure all items are re-packed carefully**