

## PROJECTOR USER CHECK LIST

Unitarian Universalist Church of Huntsville

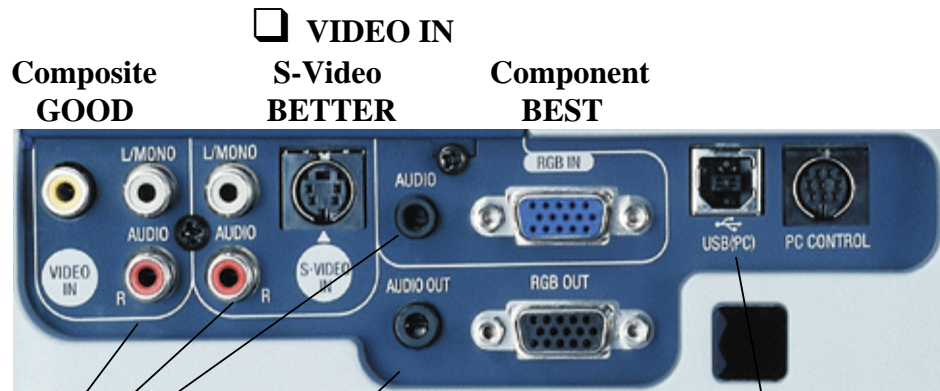
Prepared September 2003 by Technology Committee, co-chairs Travis Hardin and Louise Bennett

1. After unlocking A/V storage cart, inventory equipment. Use the last page of this form.

2. With power off, move equipment to viewing location before connecting equipment.

Take cables and remote controls. See sign out sheet.

3. Connect Projector:



Audio In   
  Audio Out   
  AC Power   
  Computer's USB


**Turn on Rocker switch.** Power indicator becomes solid orange. If not, see TROUBLESHOOTING (p. E32-33).

### NOW CONNECT SOURCE

4. If connecting JVC Super-VHS VCR:

*If no picture, make sure proper source is selected at projector. Re-check all cabling and power.*

- Video out: S-Video preferred
- Audio out: Stereo preferred
- (RF Channel 3 output is not used unless display on a TV is desired)
- Plug in. "Aut" will appear in VCR window. Turn on front power switch. A channel number will show in VCR window.
- On remote control* press TV/VCR so that "VCR" illuminates in the VCR window. There will now be a blue screen when projector is turned on.
- Insert a tape and play. Use the remote control if desired.

<p><b>5.</b> If connecting Samsung P731M <u>DVD</u>:</p> <p>See instructions inside back cover for using the DVD player's flash memory reader to show photos.</p>	<p><input type="checkbox"/> Video out: S-Video preferred </p> <p><input type="checkbox"/> Audio out: Stereo preferred</p> <p><input type="checkbox"/> Plug in and turn on Power switch.</p> <p><input type="checkbox"/> Insert a digital video disk. The menu for that particular disk will appear on screen. Use the DVD remote control to select and play.</p> <p><input type="checkbox"/> <i>If no picture</i>, make sure proper source is selected at projector. Re-check all cabling and power. Make sure flash memory reader is not selected.</p>
<p><b>6.</b> If connecting <u>computer</u>:</p> <p>The optional USB connection to the projector allows the projector's remote control to double as the computer mouse. You may need your Windows CD.</p>	<p><input type="checkbox"/> Connect <i>video and USB</i> to projector before turning on computer. Connect audio to computer's "Line Out." Alternately "Speaker Out."</p> <p><input type="checkbox"/> Turn on computer and the USB connection, if used, should be detected and drivers installed. If no video: Make sure proper source is selected at projector. Re-check all cabling and power. Cycle the Monitor/LCD function key on your laptop. If the screen goes blank while using computer, it may be your screen-saver or power management software. Press caps lock twice or remove screen-saver.</p>
<p><b>7.</b> Initialize <u>projector</u>.</p> <p>To turn <u>off</u> the projector, press ON/STANDBY twice and wait 60 seconds for the fan to stop before unplugging it.</p> <p>If room is small or dark, you can increase lamp life 50% by selecting on MENU: SETUP / LAMP MODE / ECO</p>	<p><input type="checkbox"/> Remove lens cap.</p> <p><input type="checkbox"/> <u>Turn on projector</u> by pressing ON/STANDBY for at least <b>2 seconds</b>. Power indicator will turn green. If not, see TROUBLESHOOTING (p. E32-33).</p> <p><input type="checkbox"/> Select source by pressing VIDEO, S-VIDEO or RGB. (If only one input has a signal, detection is automatic.)</p> <p><input type="checkbox"/> View image and adjust focus ring, zoom, and legs.</p>
<p><b>8.</b> Projector <u>audio</u> volume</p>	<p><input type="checkbox"/> Turn local or remote speaker volume up or down with the left and right arrows on the projector's SELECT control.</p>

<p><b>9.</b> External <u>sound amplifier</u>. Input to (1) Mic amplifier at front of church (mono using “Y” cable); (2) Stereo amp. at back of church; or (3) Amplified stereo computer speakers.</p>	<p><input type="checkbox"/> Turn on and adjust external sound amplifier.</p>
<p>Operate VCR, DVD, or self-supplied computer according to their instruction books. Each has a remote control.</p>	
<p><b>FINALE</b></p>	
<p><b>1.</b> Turn off projector DO NOT UNPLUG until fan turns off (about 60 seconds). The expensive bulb must be cooled.</p>	<p><input type="checkbox"/> Press ON button twice. Wait until fan stops before unplugging. <input type="checkbox"/> Replace lens cap.</p>
<p><b>2.</b> Disconnect all</p>	<p><input type="checkbox"/> Turn off and disconnect all cables.</p>
<p><b>3.</b> Return equipment to A/V cart.  Please also indicate name, date, and time on the office sign-out sheet.  Thank you!</p>	<p><input type="checkbox"/> Check area for missed equipment <input type="checkbox"/> Inventory equipment. Use this form. Lock form in the A/V cart. <input type="checkbox"/> Put your name, date, and time on inventory sheet. <input type="checkbox"/> Lock A/V equipment box with the inventory sheet inside.</p>
<p><b>OTHER OPTIONS</b></p>	
<p>For TV reception  Use the tuner in the VCR and connect a cable or antenna . Select either “Cable” or “TV”</p>	<p><input type="checkbox"/> Use TV/VCR switch on remote to illuminate “VCR” in the VCR window. <input type="checkbox"/> Use MENU on remote to select TUNER SET/BAND; choose either “Cable” or “TV.” <input type="checkbox"/> Use MENU on remote to scan receivable TV channels or key in channel number (2 digits).</p>
<p>Live camera, camcorder, or other video</p>	<p><input type="checkbox"/> Connect audio and video directly to the projector; alternately to the front inputs of the VCR and select channel 00. (VCR takes 3 sec.)</p>

## Audio Visual Equipment Inventory

Please inventory items in the storage cart after use.

Please report missing pieces to Technology Committee

Date \_\_\_\_\_ Time out \_\_\_\_\_ Time returned \_\_\_\_\_

Used and Inventoried by \_\_\_\_\_

Cable numbers are shown like this: 12

Before/After Use

(12)(above) + custom attenuator

NEC projector

Unnumbered:

:NEC remote control

5 RCA barrels; 2 adaptors, stereo to RCA;

1 :Power cord

8 adaptors, RCA to phone plug; 1 battery tester.

2 :15-pin video cable

Keep in pocket of projector case.

3 :USB cable, A to B

:lens cap

Samsung digital video disk player

:Remote Control

### Other cables

4 3' Stereo audio/video, RCA plugs

5 5' 3.5mm Stereo to RCA plugs

6 5' 3.5mm Stereo both ends

7 ditto

8 6' S-Video + 2 Audio

9 5' Video + 2 Audio

10 6' Octopus Cable, VGA to 5 RCA

11 6" adaptor -- 3.5mm Stereo to 2 RCA female

12 50' Audio/S-Video

13 Stereo to Mono adaptor for

### Contents, Top Drawer:

- Da-Lite screen instructions
- VT660 Quick Connect Guide
- UUCH A/V Equipment Handbook containing instruction books for Projector and VCR.
- Craftsman Cart leaflet

### Second Drawer:

- Cables
- Battery Tester
- 3 Remote Controls

### Third Drawer:

- VCR
- DVD player

### Bottom Drawer:

- Projector and case
- Extension Cord
- 50-ft. S-Video cable
- 2 Speakers

