





# Projection System Procedures

## General Operation

1. To open front glass door of the sound system cabinet using the push button on handle lock and the handle will pop out. Turn the handle counterclockwise.
2. Press  on the screen controller to lower the screen.
3. Press  on the projector remote to turn on the projector.
4. Connect the HDMI cable in sound cabinet to desired media device. Use the appropriate adapter if required.
5. To adjust the volume of the media, use the master volume knob on the sound board. (Keep at a reasonable level to avoid speaker damage)

## Shut-down Operation

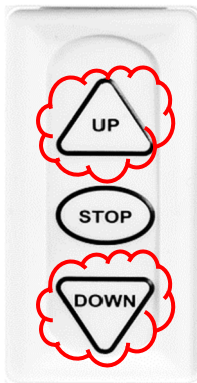
1. Turn down the master volume on the sound board and disconnect the HDMI cable or adapter from media device. Wrap HDMI cable and place  back into sound cabinet.
2. Press on the projector remote. Once prompted on the screen, press it again.
3. Push  on the screen controller. (Do not need to hold)
4. Close and secure sound cabinet handle.

**\*Check that projector remote is operational\***

**\*\* Have AAA batteries on hand in case batteries are depleted\*\***

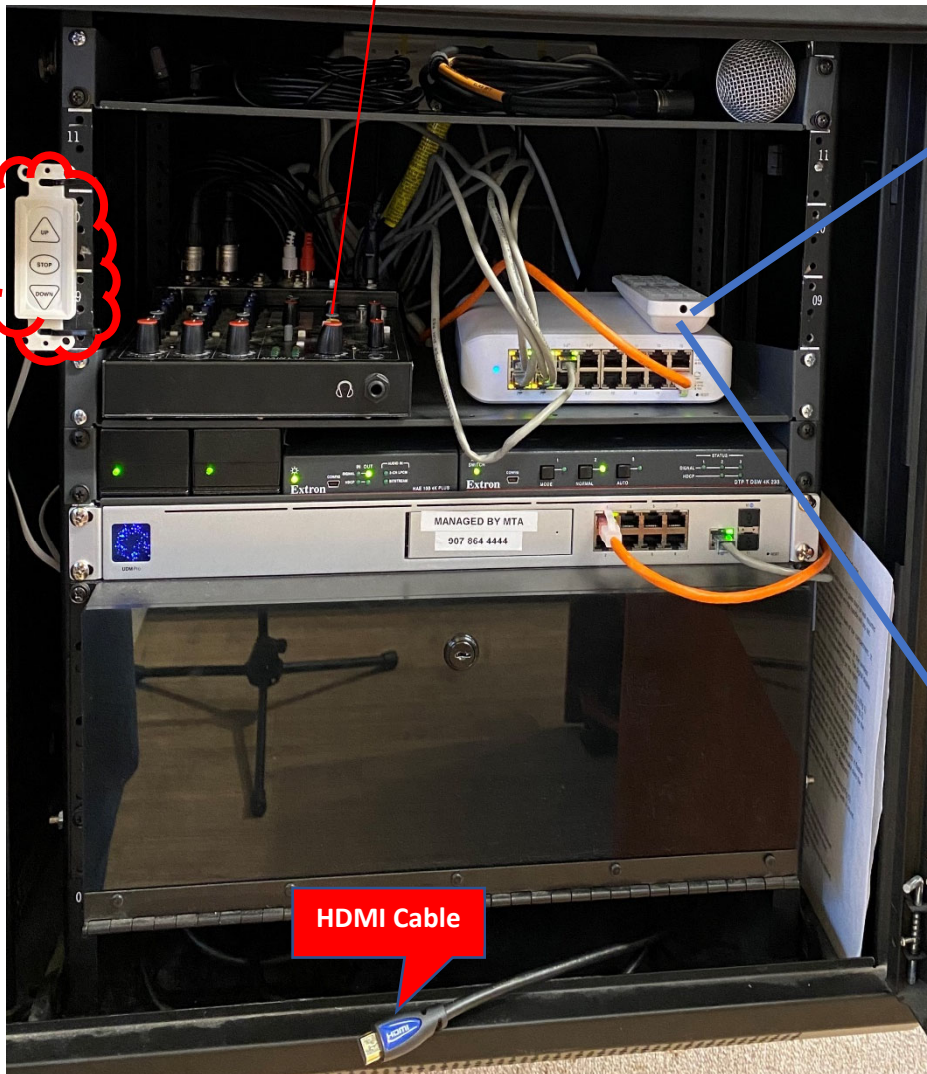
**\*\*\*City of Palmer is not responsible for replacing batteries\*\*\***

Screen Controller



Master Volume

Projector Remote



HDMI Cable