

Video Projector Protocol

Adopted June 4, 2004

Please note:

The Church has two video projectors. They may be used for presentations on the church campus by individuals who will take the responsibility for their sensible operation and return. Certain meetings such as the Board of Trustees retain priority in their use. A projector may be reserved by the church scheduler. 619.298.9978. The user must provide note book computer to connect to the projector.

1. Projectors are kept in the upper lateral locked file drawer on the west wall of the volunteer room in Administration Building. Arrangements for the key may be made through the Property Use Facilitator or one of the Church Staff.
2. Please sign the log sheet as to who is responsible, where the projector will be used, and when it will be returned. Please record time and initial when it is returned.
3. Check individual bag to be certain that in addition to the projector there is a power cord and a double ended female cord to connect the computer.
4. Additional power extension cords and extension computer cord (male and female ends) are usually available. Extra viewing screens are available from the custodian and are kept in the closet in the common Room.
5. Set up in room on a secure table and connect to computer and power outlet. Make certain that the light on the extension cord is on indicating that electrical current is available.
6. If the menu comes up, you know that the projected is powered. It may be necessary with PC to press the Fn key next to the left Ctrl key and F8 CRT/LCD key simultaneously to toggle between 1) display on computer and not screen, display on both, and display on screen only.
7. When using a VCR or DVD player, it may be necessary to change the Input from #1 to #2, #3, or #4 depending on the cable used.
8. During times when powered, but not in use, please place on standby. It requires about a minute to return to full illumination when leaving standby.
9. When presentation is over, press Standby and allow fan to run until it is no longer heard. This takes about 5 minutes and allows the fan to dissipate the heat and prolong the bulb life.
10. Carefully disconnect and pack in case, return to long file and sign out.