



Chelveston Village Hall

Owned and operated by the
Educational Foundation of Bailey and Levett CIO



1.	<p>If you need sound, then turn on the sound systems in the store room. After 30 seconds you will hear a loud “clunk” as the speakers come online.</p>	
2.	<p>Switch on the projector power at the wall by the serving hatch and sliding doors. The red neon on the switch will come on and an orange light on the projector above you.</p>	
3.	<p>Point the remote control at the projector overhead and press red button to switch on the projector. You should hear it coming on and the light on the projector will change to green. It will take a couple of minutes to warm up.</p> <p>Don't fiddle with the settings please, they have been optimised for our system.</p> <p>The only other button you should use is “A/V Mute” which turns the screen black. It can be useful to set up the screen show first and then blank the screen using “A/V Mute” until the audience is ready. Pressing “A/V Mute” again will show the screen.</p>	

4.	<p>Switch on the power to the screen at the switch on the back wall under the screen.</p>	
5.	<p>Lower the screen using the “Down” button until it is level with the groove on the old fire place.</p>	
6.	<p>By this point you should see the “SimpleShare” image on the screen as the projector will have warmed up.</p>	
7.	<p>Get the SimpleShare dongle from the box with the short HDMI lead and the longer USB charging lead. Connect them to your PC as shown.</p> <p>The dongle is rechargeable but only lasts for an hour or so. The USB cable keeps it charged. Switch on the dongle.</p>	

8.		<p>A HDMI : Connect to HDMI output port of source device.</p> <p>B POWER SWITCH : Power ON/OFF</p> <p>C Micro-USB Port : Power input for micro USB plug of charging cable.</p> <p>D TRANSMIT button</p> <ul style="list-style-type: none"> a. Start/End Transmission b. Switch device if using multi-transmitters <p>E STATUS LED</p>
9.	<p>The colours on the status LED will change depending on what stage you are at with booting your computer.</p>	<p>If all is well, then the LED will go BLUE when your machine is booted up and the system is successfully paired with the projector. If the LED stays red, then there may be a problem and it is best to switch everything off and back on again in the same order.</p>
10.	<p>To transmit your video to the screen, press the button and the LED will start blinking BLUE. You should see a message appear on the screen. Your screen should then appear. To stop transmitting, press the button again.</p> <p>Two PCs can be connected, each with their own dongle. Pressing the button on the other dongle will give the projector to that PC.</p>	
11.	<p>To hear sound through the sound system you must change your PC speaker settings so that they are pointing at the HDMI speaker.</p>	<p>You will find the options in:</p> <p>Settings/System/Sound/ Output</p>
12.	<p>When you are finished, turn everything off in reverse order and return the dongle, its cables and the remote control to their cradle.</p>	<p>Turn off:</p> <ul style="list-style-type: none"> • SimpleShare dongle • Projector by pressing the red button twice • Projector power at the wall • Raise the screen using the "Up" button • Turn off the screen power • Turn off the sounds system in the store