

Lost In Film equipment guide

For a screening you should have the following pieces of equipment:

Screen:



Pre-amp box:



Projector:



Subwoofer and a short pole (for 5.1 only):



Blu-ray player:



Projector stand:



Speakers: 5 for 5.1 sound or 2 for stereo sound:



Speaker stands: 4 for 5.1 sound or 2 for stereo sound:



5.1 box of cables

Depending on the size of room, you will be using either a 5.1 or stereo audio set-up. Small halls (under 15m long) only require stereo sound.

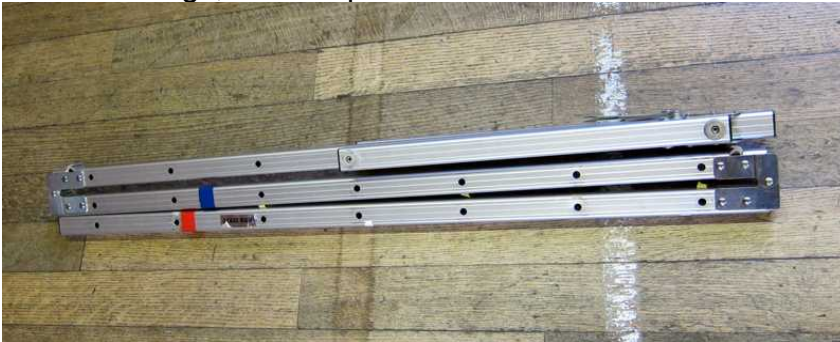
Screen set-up

The screen box contains:

- The screen, folded up in a black fabric cover:



- Two metal legs, folded up:



- A metal frame, folded up:



- A black fabric bag containing bolts

Setting up the screen is much easier with at least 3 people.

1. Take out the metal frame and unfold it into a large rectangle.

The hinges click into a locked open position.

Click the corner braces into place.

Put it on the floor with the metal popper studs facing up. It doesn't matter which side is top or bottom.

2. Take out the screen and unfold it over the frame, with side that has a black border facing upwards.

3. Popper the screen to the frame. Start by attaching



one corner, then one adjacent corner, then the next adjacent corner and finally the opposite corner.

The screen needs quite a lot of stretching so that it is taut when attached – the easiest way is for one person to pull one side of the corner, one person to pull the other side and a third person to popper the screen in place.

Be careful of the plastic edge which can be sharp.

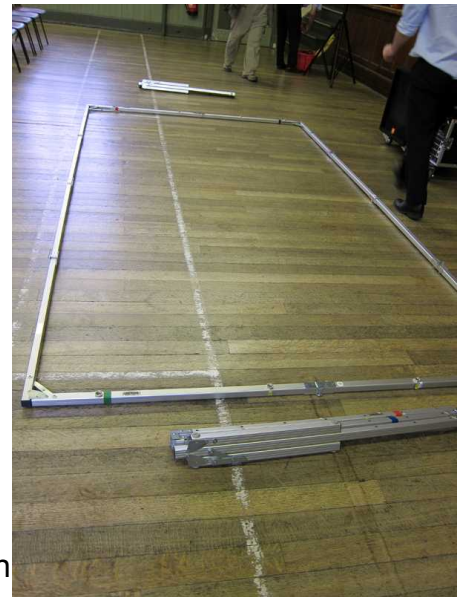
When the corners are attached, attach the rest of the poppers starting from the middle of each side and working towards the corners.

4. Take out the metal legs and unfold them, clicking the hinges into a locked open position. Turn the legs round so that the green/red/blue tape matches with each side of the frame.

5. Lay the legs down next to the frame. The back foot of each leg will need to be folded in at this stage. If your group has guide marks, match these together.

6. Bolt the legs to the frame, feeding the bolts through the back of the legs into the threads on the back of the frame.

Depending on the height of the screen, you can attach 2 or 3 bolts.



The easiest way is for one person to hold the leg in place with the front foot pointing upwards, one person to lift the frame up and one person to attach the bolts.

7. Raise the screen to vertical – if you're in a small hall make sure to avoid any ceiling-mounted lights or heaters.
8. Unfold the back feet down and click the front and back foot braces into place.
9. Lift and move the screen so that it is centred in the hall and as far back against the front wall as possible.



Projector and BluRay set-up

This requires:

- The projector and Sanyo remote controller
- The projector stand
- The BluRay player and Sony remote controller

The projector should be placed 10m (about 10 long paces) from the screen for maximum picture size. It needs to be as central as possible in the hall and as square to the screen as possible – the aisle needs to be slightly off centre around the projector to allow space for people to pass without knocking it.

1. Open the projector stand. The projector footprint is wider than it is deep so the stand needs to have the wide side of the upper shelf facing the front, and the lower shelf facing the seat where the projectionist will sit.
2. Put the projector on the upper shelf.
3. Run a power cable to the projector stand. If you are using the Lostwithiel Church Rooms there is a power point in the floor at the correct point. If there is a power point at the side of the hall the cable can be fed under the adjacent row of chairs, then be gaffer-taped down between the last chair and the wall. If the nearest power point is at the front the cable will need to be gaffer-taped down all the way to the front.
4. Plug the projector into the power supply.
5. Turn the projector on using the switch on the side. The light next to Power on the top will turn from red to green and the lamp will gradually start to glow – this takes a few minutes.
6. Once the projected screen is visible you can make any major adjustments to the position of the projection. The projector should be moved as little as possible when it is on – particularly when it has heated up fully – so be very careful moving the projector an stand.

7. Adjust the feet of the projector stand to get the shelf as level as possible.
8. Adjust the feet of the projector itself to get it as level as possible.
9. Make minor adjustments to the position of the projection using the zoom, lens shift and keystone options on the remote control. The remote sensor is on the front of the projector – point the controller at this to make minor adjustments then press:
 - the buttons above and below the word ZOOM to make the picture bigger (button above) or smaller (button below)
 - the button below the words LENS SHIFT then the blue arrows to move the picture up/down/left/right
 - the button below the word KEYSTONE then the blue arrows to distort the picture – this will only be required if the projector is not square to the screen



10. Put the BluRay player on the lower shelf and plug it into the power supply.
11. Connect the BluRay player to the projector with the HDMI cable.

Audio and speaker set-up

This requires:

- Pre-amp box and Denon remote controller
- Speakers
- Speaker poles
- Subwoofer and short pole (if using 5.1 sound)

For stereo and 5.1 sound

1. Place the audio box at the front centre. Take off the top and front to prevent the equipment overheating.
2. Position two speaker poles to the left and right of the front of the hall and open the telescopic legs a medium distance. Use the tightening screws to fix the legs in position. The pins that insert into the poles should be at the lowest height, so that sound will be projected just above the heads of the audience.
3. Unzip the speakers out of their cases and place the ends with sockets on top of the poles. The speakers are interchangeable, there is no right or left speaker. Please take care and use the handles to lift the speakers – they are heavy and may require 2 people to place them on top of the poles.

For 5.1 sound only

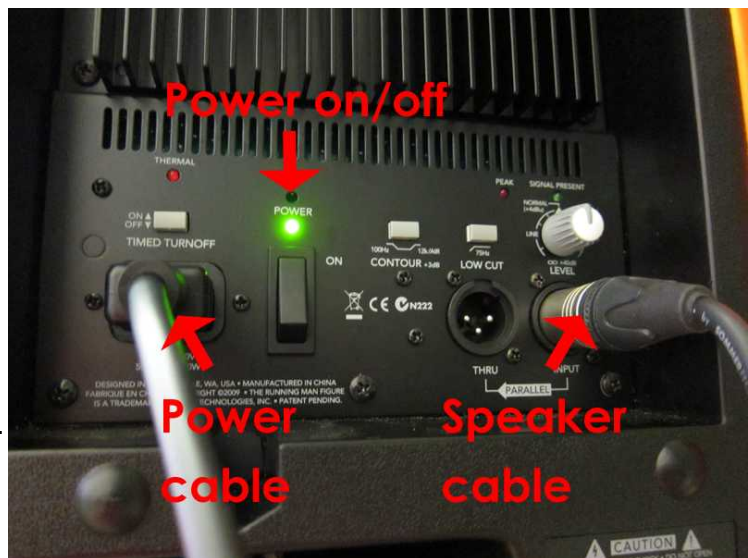
1. Position two speaker poles to the left and right of the back of the hall and open the

telescopic legs a medium distance. Use the tightening screws to fix the legs in position. The pins that insert into the poles should be at the lowest height.

2. Take two more speakers out of their cases and place the ends with sockets on top of the poles.
3. Position the subwoofer at the front centre, under the screen.
4. Take the fifth speaker out of its case. If the screen is high enough so that the centre speaker is not blocked, place the short pole in the socket on top of the subwoofer and place the fifth speaker on it, otherwise place the fifth speaker directly on top of the subwoofer.

Wiring together

1. Open the cable box (red with yellow lid).
2. Make sure all speakers are switched "Off" at the back.
3. Plug all speakers into power supplies using kettle leads.
4. Attach speaker cables into speakers, long enough to join each speaker to the audio box. There are a variety of lengths and can be daisy-chained if required.



5. For 5.1 sound, the subwoofer speaker cable plugs into the socket marked S.
6. Attach the other end of each speaker cable to the audio box. Each speaker must be connected to the correct socket in the panel at the bottom of the pre-amp box.



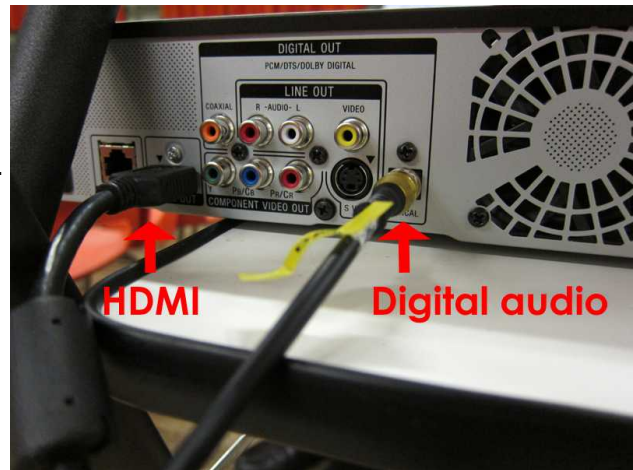
Remember that left/right means **stage** left/right, the sockets are nearest to the speakers they should be attached to:

L = front left
R = front right

5: 1 sound only:

C = centre
S = subwoofer
BL = back left
BR = back right

- Attach one end of the digital audio cable to the socket marked DA on the panel and the other end into the BluRay player (marked OPTICAL, on the far right of the left bank of sockets). There is a short digital audio extension if required.
- Plug the powercon cable into the remaining power socket on the panel and the other end into a power supply.



Pre-amp box settings

- Switch the power on to the pre-amp then switch all the speakers to “On”. The speakers shine a small blue light at the front when they are on.
- On the pre-amp (the Denon) press the SURROUND button. This will cycle through the audio options. For stereo sound select STEREO, for 5.1 sound select DOLBY D or DTS.
- Press the SETUP button to make sure the correct speaker arrangement is selected, using the arrow buttons. For 5.1 sound choose 5.1 and for stereo choose 2.0.
- The master volume is controlled using the VOLUME control knob or if required during a film, with the Denon remote controller which must be pointed at the pre-amplifier.



You are now ready to put a DVD or BluRay disk in the player and begin the film.

Packing away

Please pack away the equipment as neatly as possible so that it is ready for use by the next group.

- Turn the projector off but do not unplug it or pack it into the flight case until it has cooled down (about 10 minutes should be enough).
- Switch the speakers off before you turn the power off.
- Loop the speaker cables as neatly as possible before putting them in the cable box. Folding them in half until they can be knotted is a good method.

4. Once the screen is unpoppered from the frame, fold it as neatly as possible along the existing creases, paying attention to which are valley and which are mountain folds.
5. To fold up the frame and legs, pull down the metal catches next to the hinges to release them from the locked position.
6. Put speakers back in their cases the right way round, so you can reach the handles through the velcro flaps on the top and side.

Points to bear in mind for screenings

1. Make sure you have enough time to set up – we recommend at least 1.5hrs (it only takes about 15 minutes to pack away).
2. The projector is bright enough to cope with poor curtains, but if you have black-outs available make sure they are in place if it will be light when you start the film.
3. If the disk is an old one, watch it in advance to check there are no flaws.
4. Check the sound levels at various points through the film – in particular compare loud action/musical sequences with quieter dialogue scenes. Ideally the level should be set so that the volume does not need to be adjusted during the film. If you do need to adjust it, use the Denon remote pointed at the pre-amplifier.
5. Ensure the projection is positioned correctly for the film, not for the DVD/BluRay menu which may be different.
6. You can plug a laptop into the projector before the film to show presentations (pictures, adverts, promotions etc.) using the VGA cable. Unplug the HDMI cable from the back of the projector and plug in the VGA cable – the projector should automatically search for a data source and find your laptop. You may need to change the projection position and size between the presentation and the film. To show the film, unplug the VGA and plug in the HDMI – the projector should again automatically detect the new source.
7. Make sure you have stopped playing the film before the audience arrives.
8. When you have finished checking the sound and picture, queue the disk by starting at the first chapter and pausing the BluRay player immediately. This will start the film in the correct position as soon as play is pressed on the BluRay.
9. In the extremely unlikely event of the projector bulb going, there is a replacement bulb in the projector flight case. We recommend taking an impromptu interval. You will need to turn off the projector and let it cool down before replacing the bulb.



Troubleshooting

1. No sound from any speakers

- Is there any sound at this point in the movie?
- Is the pre-amp on?
- Are all the speakers on and plugged in to the pre-amp?
- Is the volume turned down on the pre-amp?

2. No sound from rear speakers

- Are the speakers on?
- Are the speakers connected to the audio box with speaker cables?
- Is the volume turned down on the speakers? The white LEVEL dial should have the grey marker at 12 O'clock
- Is the pre-amp set to surround sound? (see Audio box settings)

3. Audio box is set for 5.1 but you want stereo

- On the pre-amp (the Denon device at the top of the box) press the SURROUND button to cycle through the audio options. Select STEREO
- On the pre-amp press the SETUP button to make sure the correct speaker arrangement is selected. Use the arrow buttons to choose 2.0.

4. Audio box is set for stereo but you want 5.1

- On the pre-amp (the Denon device at the top of the box) press the SURROUND button to cycle through the audio options. Select DOLBY D or DTS.
- On the pre-amp press the SETUP button to make sure the correct speaker arrangement is selected. Use the arrow buttons to choose 5.1.

Enjoy your film!