DAVIS COUNTY FINE ARTS COUNCIL: INSTRUCTIONS FOR USING ABOVE THE STAGE PROJECTOR

**DO THINGS IN THE FOLLOWING ORDER!!!! IF YOU DO NOT FOLLOW THIS ORDER, YOU WILL SPEND A LOT OF TIME TROUBLE-SHOOTING, AND EVENTUALLY HAVE TO START THIS LIST OVER AFTER TURNING EVERYTHING OFF AND STARTING AGAIN.**

1. The projector is above the stage, attached to the light bar over your head, facing the back wall. Turn on the projector using its remote control. It is sometimes necessary to be on the stage to accomplish this. You can check by sight to see if the little light illuminates on the front of the projector. The projector now initiates its own wireless network that’s name is GailW-PC8EkCmgVf09LiL
2. The theater owns a new HP computer that is designated for running the over-the-stage projector. It is stored in the bottom of the sound cabinet in a computer bag. Connect the theater’s projector-reserved computer to the HDMI cord/connector found in the orchestra pit area. This connects the computer directly to the projector so the visuals feed through it. There is a 6 foot HDMI extension and an HDMI coupler in the computer bag in case you need extra length.
3. Plug in the theater’s computer to an electrical outlet in the orchestra pit area and turn it on (PIN 9588). (The computer needs to be close to the stage and it helps to have operator’s line of sight to the wall at the back of the stage which functions as the projector screen.)
4. Connect the computer wirelessly to the projector using the computer’s WIFI network settings. **Do not** connect to the Iowa Theater WIFI. Instead, connect to the projector’s WIFI named GailW-PC8EkCmgVf09LiL This allows the computer projectionist to control the projector so it can be put on “video mute” – thus it can be toggled, either showing an image or not throughout a show.
5. Open Epson Management software. Make sure the source is identified as HDMI 1 which can be done with the management software or using the projector’s remote control. The screen of the computer should now be showing on the back wall.
6. Start the show’s Powerpoint which contains the needed images and videos. CHECK to make sure the appropriate image is being displayed on the back stage wall. Move through the Powerpoint as indicated by the play’s director. Show images for scenes indicated and put the projector on video mute to “turn off” an image without turning off the projector if a scene does not call for a background image or video.
7. IF audio is needed for a specific video, the computer needs to be connected to the theater’s sound system. Otherwise, it tries to play through the projector which is not nearly loud enough.