

## **ELECTRONIC SCREEN USE ONLY**

**If you wish to project images onto the electric screen situated above the stage then please follow the below instructions.**

**The Stage Sound and Lighting Box is located behind the curtains on stage on the right hand side. You will need a code to the key box on stage underneath the light switch (turn on stage lights) next to the stage sound and lighting box to obtain a key to the padlock on the doors of the stage sound & lighting box.**

**Please return the key to the box once the padlock is open and scramble the numbers of the key box.**

### **Start-Up**

In the Stage Sound & Lighting Box turn on the power to the screen, power button on the wall, left hand side, top shelf.

Drop the screen by using its remote control; locate the screen remote control which is white and kept on top of the suppressor. Standing in the Main Hall with the screen remote control pointing at the screen, press the down button to start the screen dropping, when it has reached the desired length press the middle button to stop it.

## **End of Session Shutdown Instructions**

### **Shutdown**

Bring the screen backup up using its remote control by pressing the up arrow. You need to be standing in the Main Hall facing the screen for the screen remote control to work.

Return the screen remote control to the Stage Sound & Lighting Box on stage by putting it on top of the suppressor.

Turn off the power to the screen, power button top shelf left hand side on the wall.

Shut and padlock the Stage Sound & Lighting Box and don't forget to turn off the lights.