

# Community Cinema Kit Manual

ATLAS



A screening of Dàn Fianais using the community cinema equipment – Jordan Young 2021

## Table of Contents

1. Introduction
2. Health and Safety
3. Care and Maintenance
4. Pay What You Can
5. Equipment Checklist
6. Step-by-step Instructions
7. Contact details

# 1. Introduction

We are delighted that you are borrowing the cinema equipment and hope you have fun using it.

Along with a host of local community groups, ATLAS received funding from Screen Scotland to acquire this top of the range kit. We use it for our events and are delighted to be able to lend it out to non-commercial community groups on a pay-what-you-can basis.

Prior to use, you will be given a full induction with the equipment. This document offers a step-by-step guide for cinema set-up with helpful tips and should be referred to each time you use the kit.

A special thank you goes out to Broadford and Strath Community Company, Duirinish Media and Culture Club, Edinbane Community Hall, West Highland College, University of the Highlands and Islands, Minginish Community Hall, SEALL, Skye & Lochalsh Archive Centre, and Skye Climate Action, all who helped support the application for this equipment.

Hope you have a great screening!



An audience attending a screening using the cinema equipment – Jordan Young 2021

## 2. Health and Safety

Some parts of the kit, including the projector and speakers, are very heavy. When using the kit for your own screening, you are responsible for safely setting up. Please take care when lifting heavier objects, using the correct technique with your legs and keeping a straight back, and never lift more than you are comfortable with on your own.

All wires and power cables must be taped to the floor to reduce trip hazards.

The projector laser lens is extremely bright. Take care to avoid this shining in anyone's line of sight. The projector has a physical cap when not in use, or a shutter button on its remote to shield from this.

No drinks or food should be placed on or near the equipment.

The kit is not designed for outdoor use unless under cover. If you wish to do an outdoor screening, speak to a member of the ATLAS team.

### 3. Care and Maintenance

The cinema kit is a shared resource that lots of community groups and organisations use regularly. It is of a high spec and special care needs to be taken when using it. You will be given an induction by a member of the ATLAS team, where we will demo the proper set-up, use and pack away of the kit.

For your screening, you will need to arrange insurance that covers accidental damage, theft and loss of the screening equipment, up to the value of £25,000.00. This will vary depending on the type and frequency of your screenings, if you are unsure you can speak to a member of the ATLAS team who can offer advice.

After your induction and appropriate insurance has been arranged, you will be able to book out the equipment for your use. During this time, you are responsible for the care of the equipment, and we ask that you:

- Use the checklist (Section 5.) to mark off what you have booked out and again on returning the equipment.
- Return all equipment in a tidy and organised condition.
- Immediately report any damage, theft or loss to a member of the ATLAS team.
- Should any damage, theft or loss have occurred, arrange with your insurer for this to be replaced with the same specification in a timely manner.

### 4. Pay what you can

We operate on a pay-what-you-can basis for non-for-profit community events, no questions asked. If you are able to, we welcome donations, which support the continued upkeep of the equipment and help other local groups to do their own screenings.

If you have a budget, we suggest a donation of £30 per screening or 10% of income from ticket sales – whichever is higher. This can be given in cash at our office or via [PayPal](#) (which can be found on our website).

We want the cinema equipment to be as accessible as possible and recognise that equipment hire can be a barrier, if you're unsure you can discuss this with us at the induction.

## 5. Equipment checklist

### Projector:

- Panasonic RZ770 large projector with standard lens
- Projector power cable
- Projector remote
- Uicol Projector Stand
- DLE short-throw lens

### Fast fold screen:

- Black sleeve containing folded screen
- Draper folding screen 2.6m viewing area
- Draper folding screen 4.1m viewing area
- Three pieces of metal frame (1 x screen frame, 2 x legs) for each screen
- Black bag with L-shape bolts

### Rack interface (within the case) contains:

- Denon DN-500BD Blu-ray player
- HDMI SY Switcher
- Audiovisual inputs/outputs
- Blue-tipped power cable

### Speakers:

- 2 x Turbosound Milan M15 speakers (each has transit covers)
- 2 x Konig Meyer Speaker Stands in a blue and green bag
- 2 x Genelec speakers, with stands

## Wires/leads in the grey box

HDMI Signal Cable (purple)

50m active Kramer HDMI fibre (black)

HDMI adaptors:

- HDMI to mini-display port (black, for use with older MacBooks)
- HDMI to USB-c/thunderbolt 3 (for use with newer MacBooks)

Four plug extension cable reel

3 x Audio Cables

2 x power cables for each speaker

## 6. Step-by-step Instructions

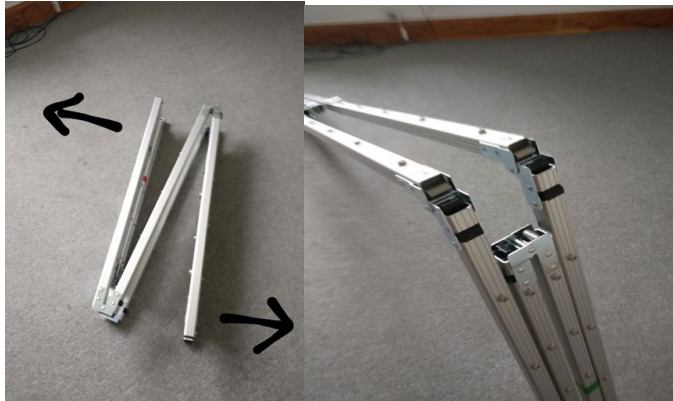
### SCREEN SET-UP



Three pieces make up the metal frame – the larger piece on the left is the screen frame, and the other two smaller pieces are the legs.

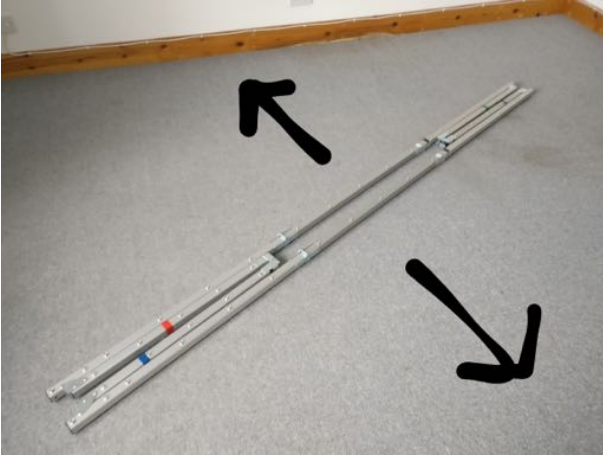
Take the larger frame and gently unfold it.

Make sure when unfolding, the hinges lock and the black part (shown below) gives a little ‘click’ sound.



Unfold lengthways by gently pulling from either side of the frame:





Continue to do this until it makes a straight rectangle - the hinges in the centre of the frame's sides should be locked out.





The frame should sit so that the poppers are facing up, as shown above, and the corner hinge should be pressed towards the corner to lock it out (all frame hinges are locked out by pressing in and unlocked by pulling towards you).



## ATTACHING THE SCREEN SURFACE



Setting up the screen for a viewing – Jordan Young 2022



The screen will be contained in the above sleeve. The part with the black border is the front of the screen.

**The front of the screen should never be placed down facing the floor. Care must be taken to ensure the screen surface is kept clean, and please wash your hands before touching!**

Unfold the screen itself and, starting from one corner, secure it to the frame using the poppers (see below) – working your way around the frame. This requires a little effort and can be tough on the thumbs!



For the legs of the screen, make a note of the left (green) and right (red) sides denoted by the colours and taped labels, as this tells you which side of the screen to attach them to:



Unfold each leg once and lock them at the hinge (when locked, the black ceramic part needs to be pressed down before the leg can turn in on itself again):



The leg can be extended once like this, or extended again by unfolding the second leg seen below:

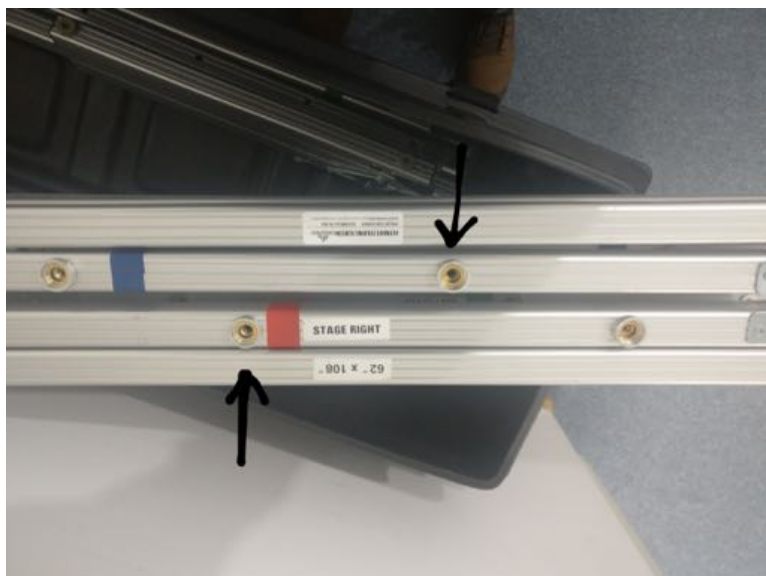


Generally, it is best to unfold it only once and not a second time, but the height is adjustable if needed. If unfolded only once, it is important to screw into the mainframe of the leg and not the extendable part.

Once unfolded, the left and right legs can be attached to the underside of the screen at its left and right sides, using the turnscrews in the black bag:



Guide the turnscrews through the holes on the bottom of the legs and align them with brackets on the underside of the frame (see below).



This can be a bit tricky as it feels like you're turning the screws counter-clockwise.

Once the screen frame and the stand are secure, you can untuck the top feet of the stand by pulling them out:





With the legs attached, lift from each leg (and possibly the top centre of the screen), gently guiding the entire frame upwards – this will take two people or more.

Once upright, untuck the other foot of the stand and lock the hinge to secure the base.

To disassemble, repeat the process but in reverse.

Take care to fold the screen, not allowing the poppers to touch the white part of the screen as this can cause damage.

### **BASIC PROJECTOR SET-UP**

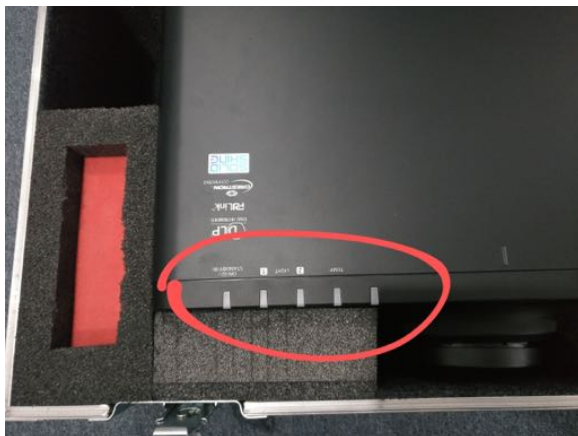
Set up screen and projector in desired locations. The projector should be placed on the projector table given, or a solid, sturdy surface.



Once plugged in with the metal clamp down on the plug insert, the projector can be switched on:



There should be an LED flash on the front of the projector when receiving a signal from the remote.



The control rack should have a blue-tipped power cable with it; this needs to be inserted into the back and turned to the right until it sits comfortably.





To unplug, pull the metal tab towards you gently, which allows turning the cable to the left, then pull the cable towards you.

Pressing 'test' on the remote allows for adjustment of the screen using the 'zoom', 'focus' and lens 'shift' options also on the remote, and using the cursor keys (directional arrows):



Aim to fill the screen with the rectangular image; the screen and projector can be moved carefully to account for this. The projector also has adjustable feet, which can be turned to adjust the height.



The BLUE HDMI wire should be inserted into the HDMI input on the projector (display-end) while the other end should be placed into the HDMI output of the control rack (source-end), like so:



The control rack should be on input 1 with the green LED if using a disc in the BLU-RAY player, and inputs 2 and 3 are for sources connected via HDMI. The rightmost knob controls system volume.



It is advised to use the remote control (contained in the sleeve pocket above the rack) to switch through desired inputs - the left one controls input on the rack, and the right is for the Blu-ray player:



If the projector isn't showing an image, use either the remote or the button(s) on the side of the projector that reads HDMI to switch it to that input.



## SETTING UP SOUND

Connect the speaker(s) to the back of the 'sound output' ports on the rear of the control rack using the XLR cables.



Above, the male end (on the right) has three pins to go into the speaker, and the female end (on the left) has space for three pins to go into the 'sound output' port on the back of the control rack:



Above on the left is the speaker input for the male end of the XLR cable, and on the right is the sound output on the rack for the female end of the XLR cable.

The switch above where the XLR cable sits on the speaker should read 'LINE' and not 'MIC' (unless you're using a mic!).

The bottom of the speaker has the insert for the power cable and a power switch to its right, which should be turned on.

## 7. Contact details

If you have any further questions about using the kit or need to get in touch with us, please remember we usually work Monday to Friday 10am to 6pm.

ATLAS Arts Office: [info@atlasarts.org.uk](mailto:info@atlasarts.org.uk) / 01478 611143

Heather Fulton: [heather@atlasarts.org.uk](mailto:heather@atlasarts.org.uk) / 01478 611143

We love to hear what people have been screening, so stay in touch!