Introduction

A projection screen provides a surface for displaying a projected image.

Get familiar with these parts of the equipment

- 1. Slat
- 2. Saddle
- 3. Pull Ball
- 4. Hanger hook
- 5. Picture surface
- 6. Extension tube
- 7. Black locking knob
- 8. Bottom tube
- 9. Handle
- 10. Roller
- 11. Tripod
- 12. Leg bracket
- 13. Toe release & leg lock
- 14. Leg shoes
- 15. Fabric tension lock lever
- 16. End cap
- 17. Screen case
- 18. Black locking knob
- 19. Slat caps

Care

- Before returning the screen into the case, check the front and back to ensure the screen is free of debris.
- Before carrying, check that legs are closed, locked, hanger (4) and extension tube case (17) are locked and surface is locked for safe carrying
- When using Keystone eliminator, use caution when tensioning the screen surface.
Basic Operation

Setting up the screen

Step 1
Hold screen vertically with tripod (11) just above floor. Using your toe, press straight down on the toe release plate (13). Tripod legs will open.

Step 2
Pull out black locking knob (18) at the bottom of tube.

Step 3
Raise extension tube (6) to first position, and swing case (17) to horizontal position.

Step 4
Raise screen surface and pull bail (3) over hanger hook (4).

Step 5
If using the keystone eliminator:
   a. Grasp the knurled tip that is slightly above the hanger and pull straight up.
   b. Lay keystone eliminator in horizontal position over the hanger and place pull bail (3) on it.
Step 6  Release black locking knob (7) and fabric tension lock lever (15) on handle.

Step 7  Holding extension tube (6) with one hand and releasing black locking knob (18) with the other hand, raise extension tube (6) to desired position. The case (17) position may be changed by pulling out the black locking knob (18) located on the handle (9).

Step 8  When case (17) position is set, lock into place by pressing down on the fabric tension lock lever (15).

Using Screen in lowest position  Follow steps 1-3 above
   a. Raise locking lever (15) on the left side of handle (9).
   b. Release black locking knob (18) and lower case (17).
   c. Holding bottom tube (8), raise extension tube (6) until it locks into desired position.
Closing the screen

**Step 1**
Return screen case to original position on center tube.

**Step 2**
Hold the extension tube firmly. Pull out the top black locking knob and lower the extension tube to bottom position.

**Step 3**
Unhook screen pull bail and complete re-rolling fabric into case.

**Step 4**
If keystone eliminator has been used, raise it to a perpendicular position and push it back into the extension tube.

**Step 5**
Swing case (17) to vertical position. Check that fabric is locked in.

**Step 6**
Set tab on hanger (4) in opening of case end cap (16)

**Step 7**
Place tip of middle finger of one hand in depression beneath leg bracket (12). Lift leg bracket (12) sharply, at the same time applying a slight lift to the entire unit with other hand.

**Step 8**
Check that legs are closed, locked, hanger (4) and extension tube case (17) are locked and surface is locked for safe carrying.

**Operating Tips**

✔ Follow setup and closing steps in order to avoid injury or damage to the screen.

**Troubleshooting**

✔ Having problems? Ask the AV Technician for assistance.

**Training**

If you would like to book a training session, please call the Audiovisual Technician at the campus nearest you to setup an appointment.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Cloverdale</td>
<td>(604)598-6041</td>
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<tr>
<td>Langley</td>
<td>(604)599-3209</td>
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<td>Richmond</td>
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<td>Surrey</td>
<td>(604) 599-2216</td>
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