

CORFE CASTLE VILLAGE HALL

Film Screen Instructions

The screen is kept in a long wooden box on top of the lower cupboard under the electrical fuse boxes at the South end of the committee room with a separate wooden cross-bar on top of that box.

Place the screen box on an opened staging unit or some tables with the catch facing the projector. Swing out the stabilising feet from the underside of the wooden box to 90o.

Open the box lid and remove the two aluminium side poles from the box and insert them into the holes at each end of the box to form upright side supports.

Place the wooden cross-bar into the tops of the side poles with the brown stained face towards the projector.

Using the loop in the screens wooden top bar in the box carefully pull out the screen material until the screen top bar reaches the top cross-bar to the rear and the loop can be taken over the top of the cross-bar to loop onto the hook on the top cross-bar.

To remove any creases carefully lift the remaining screen roll in the main box and roll up any slack to tension the screen.

To tension the screen the bottom roll should be dangling within the main box. Align your projector and the screen until the largest picture is obtained.

To pack up :- unhook the screen at the top and, with help, very carefully roll the screen back onto its main bottom pole till the wooden top bar is tight to the roll.

Then replace the screen roll back into the box with the wooden top bar tucked down beside the screen roll to the back of the box. Dismantle the top cross-bar and side poles & replace the poles into the screen box.

Return the box and top cross bar to it's original position in the committee room.

Thank you!