



PURPOSE

This document provides step-by-step instructions to safely and completely power down and power up booth equipment during weather emergencies. The same steps can also be followed for non-emergencies.

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EXTREME WEATHER PROCEDURES

Extreme Weather Situation

Use the checklist below during extreme weather:

- ☐ **Power down** every projector using the brand-specific steps including IMAX and Dolby Cinema.
- ☐ **Disconnect** the exhaust hose from the projector by following the steps below to ensure that water does not run down the exhaust and into the projector.
- ☐ **Power down** the audio systems as outlined below.
- ☐ **Power down** the booth computers as outlined below.
- ☐ **Power down** any audio racks behind the screens.
- ☐ **Where possible, tarp the projectors, sound racks, Library Server, etc.**

Post-Extreme Weather Reopening

Use the checklist below during extreme weather:

- ☐ **Review** the theatre-specific punch list provided by TSE or FE (if applicable).
- ☐ Carefully **uncover** any tarp-covered equipment.
- ☐ **Check** each lamp house and projector to verify there is no water inside. Do **not** power up wet equipment.
- ☐ **Reattach** the exhaust duct work on each projector including PLF.
- ☐ **Check** Screenwriter for any schedule challenges.
- ☐ **Verify** ingestion at each projector; **begin ingestion** of any HDDs immediately to prepare content.
- ☐ If you have fire alarm errors, **verify** the fire alarm panel.
- ☐ If time permits, **test** playback including audio for each projector.
- ☐ As booth equipment cannot work under extreme humidity, if you believe the humidity is above 70%, **open** a ticket in DSSP.
- ☐ **Open** a DSSP ticket for any outstanding Sight & Sound issues.

POWERING DOWN PROJECTORS AND MEDIA BLOCKS

• IMAX Projectors

1. **Press** 'Power Down' on the SMS Power options.
2. **Go** to the PD2 power distribution unit near the bottom of the sound rack (unit with all the breaker switches on it) and turn off the large switch to the left on the front of the unit.
3. **Go** to the breaker panel on the wall for the IMAX projector. Turn off the three-phase for IMAX. There are three of them, two for left and right ballast or projectors, and one for the sound rack.

• Non-IPG Dolby Cinema Projectors

1. **Turn** the Laser off ALWAYS allowing the 3-minute cool down. Do not shut the projectors off until cool down has completed.
2. **After** the cool down completes, put both projectors in stand by (use power button on the touch panel).
3. **Power off** both projectors with the breaker on the side of the machine. (located by the E-Stop button).
4. **Power down** both NAS devices (Christie NAS-S2) by pressing and holding the power button until there is a beep, and the info light begins to blink. (Safe shutdown will take a few minutes)
5. **Turn off** the UPS under each projector with a press and hold until the unit turns off.
6. **Power down** both laser racks and projectors using the Dolby-specific panel in booth.



7. **Disconnect** the 10-inch duct work above the laser racks; take caution to not disconnect the fiber cable – the smaller black cable near the duct work.
 8. **Power down** sound racks and turn off power from breakers on screen sound rack (behind the screen).
- **IPG Dolby Cinema Projectors**
 1. **Turn** the laser off ALWAYS allowing the 3-minute cool down. Do not shut the projector off until cool down has completed.
 2. **After** the cool down completes, put the projector in standby (use power button on the touch panel).
 3. **Power** off both projectors with the breaker on the side of the machine. (located by the E-Stop button).
 4. **Power down** both NAS devices (Christie NAS-S2) by pressing and holding the power button until there is a beep, and the info light begins to blink. (Safe shutdown will take a few minutes)
 5. **Turn off** the UPS under each projector with a press and hold until the unit turns off.
 6. **Start** IPG Laser Power Down Procedure for both projectors.
 1. **Turn** the key (located under RED emergency stop button on the Laser Cabinet) to the off position.
 2. **Wait** 30 minutes and turn off the Chiller.
 7. **Power down** sound racks and turn off power from breakers on screen sound rack (behind the screen).
 - **Sony Projectors – 220 & 320**
 1. **Select** Menu > Restart Screen Management System (SMS) > System Shut Down from the Projectionist Terminal (PJT). A red band will appear along the bottom of the PJT to indicate the system is shutting down.
 2. **Turn off** the breakers on the back of the Sony unit once the system shuts down.
 3. **Turn off** the three-phase circuit breaker (located in the breaker box on the wall near the projector).
 - **Christie Projectors – CP2000 Series 1**
 1. **Shut down** the Doremi Server by selecting Menu > Log Out > Shutdown.
 2. **Turn off** the lamp and allow it to cool down for 10 minutes.
 3. **Turn off** the three-phase circuit breaker (located in the breaker box on the wall near the projector).
 - **Christie Projectors – CP2230 & CP4230 Series 2**
 1. **Shut down** the Doremi Server by selecting Menu > Log Out > Shutdown.
 2. **Click** the 'Power Off button' on the projector Touch Panel Controller (TPC) to turn the lamp off. The projector automatically enters a cool down mode where the fans and electronics stay on for 10 minutes. After this, projector enters standby mode where all fans and most electronics power down.
 3. **Locate** the switches on the ballast as shown in the red square below.
 4. **Turn off** those two switches - as shown in the second image.
 5. **Turn off** the three-phase circuit breaker (located in the breaker box on the wall near the projector).





Powering Down & Powering Up Projection

AMC ☒

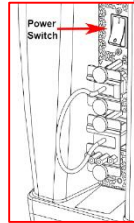
AMC Classic ☒

AMC Dine In ☒

- **Xenon Barco Projectors**

1. **Shut down** the lamp and allow it to cool for a minimum of 5 minutes.
2. If there is light coming out of the back of the projector, the lamp is still on; press the **Standby/Power**  button located on the projector keypad.
3. **Switch** the main power switch to the off position as shown in the diagrams below by projector model.

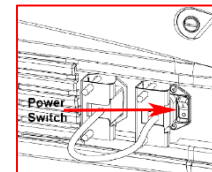
Series 1: DP1200/1500/2000



Series 2: DP2K-C



Series 2: DP2K/4K-B



4. **Turn off** the three-phase circuit breaker (located in the breaker box on the wall near the projector).

- **Laser Barco Projectors**

1. **Press** and hold the power button for more than six seconds. The projector will go to OFF mode.
2. **If** the projector is on a pedestal, locate the breaker on the right side of the projector and flip it off.

SP4K



- **NEC Projectors**

1. **Press** the power button on the projector control panel for three seconds or longer. Wait for the cool down to finish before moving on to next steps.
2. **Turn off** the projector power switch, then the lamp power switch.
3. **Turn off** circuit breaker for projector (located in the breaker panel on the wall next to the projector)



- **GDC Servers**

1. **Navigate** to Control Panel > Shut Down > Shut Down
2. **If** applicable, power off the UPS.



POWERING DOWN EXHAUSTS

1. **Confirm** the presence of hurricane-type winds or similar emergency.
2. **Turn off** the circuit breaker for the exhaust.
3. **Remove** the exhaust hose from the projector.

POWERING DOWN AUDIO SYSTEMS

1. **Power off** the amplifiers using the individual amp's power button, starting with the bottom-most amp in the sound rack.
2. **Power off** the audio processor using the unit's power button (if applicable).
3. **Power off** the booth monitor using the unit's power button (if applicable).

POWERING DOWN LIBRARY SERVERS AND COMMAND CENTERS

- **Open** a DSSP ticket to have the TOC power off the Library Server.
- **Power off** the Command Center (if applicable)
- **Power off** the UPS located at the bottom of the Library Server.

POWERING UP PROJECTORS AND MEDIA BLOCKS

1. **Reconnect** all exhaust hoses after doing a visual inspection for water penetration or damage.
 2. **Verify** the rooftop exhaust fans are operational before powering up any projector system.
 3. **Turn on** the three-phase circuit breaker (located in the circuit breaker box on the wall near the projector).
- **IMAX Projectors**
 1. **Turn on** projector and sound rack circuit breakers on the wall.
 2. **Turn on** the PD2 power distribution unit near the bottom of the sound rack.
 3. **Select** the 'Main Power Up' button on the SMS. Do not power up individual components.
 - **Non-IPG Dolby Cinema Projectors**
 1. **Power** on the Laser Racks and verify that the 'E-Stop' button is pulled out and that the key switch is engaged (usually in the horizontal position).
 2. **Switch** the projectors back on using their respective breakers and wait until the "Powering up Security Manager" message disappears before pressing the 'Manual Reset' button to engage the Interlocks.
 3. **Power** up projector electronics and Laser.
 - **IPG Dolby Cinema Projectors**
 1. **Power** on the projector's breaker.
 2. **Once** it powers up all the way, press the power button on the touch panel to take it out of standby mode.
 3. **While** this is powering up, you will get a message saying LBM NO GO on the screen. When this happens, press the manual reset button by the E-Stop button.
 4. **Start** IPG Laser by pressing the Green START button.



5. **Wait 5-7 minutes** before turning lasers on. The lamp status on the projectors touch screen should be flashing during this period. When the lamp status turns off and no longer is flashing, turn laser on from the projectors touch screen.

- **Sony Projectors – 220 & 320**

R220 projectors

1. **Turn on** the two breakers at the rear of the projector (main and lamp).
2. **Turn on** the Uninterruptible Power Supply (UPS) using the rocker switch located inside the Lamp access door in the lower left corner.
3. **Log in** per normal operations once PJT shows Login screen.

R320 projectors

1. **Turn on** the one breaker on the rear of the projector and two on the rear of the projector pedestal.
2. **Turn on** the UPS by pressing the white button located underneath the status light on top of the projector.
3. **Log in** per normal operations once PJT shows Login screen.

- **Christie Projectors**

CP2200/4230

1. **Turn on** breaker on the Lamp power supply or in the wall panel.
2. **Select** power ON by pressing and momentarily holding the button on the TCP right corner.

CP2000 H or S (large blue/aqua colored projector)

1. **Turn on** all three breakers on the projector pedestal.
2. The projector head should not be silent once it is powered on.

CP2000 ZX (gray projector head on black rack pedestal)

1. **Turn on** the two breakers located inside projector pedestal.
2. The breakers may be located on either the front or back of pedestal and identified with blue lights

- **Doremi (Christie)**

1. **Turn on** the power button located behind the right front panel to the left of the hard drives.
2. A key may be needed to access the panel.

- **Xenon Barco Projectors**

1. **Turn on** projector circuit breakers on the wall.
2. **Switch** on the power button (for location, please review the images under Power Down procedures).

- **Laser Barco Projectors**

1. **Turn on** pedestal breakers.
2. **Switch** on the power button on the side of the projector.

- **NEC Projectors**

1. **Turn on** the projector using the PJ Power switch and Lamp Power Breaker



2. When the LCD screen displays Standby, press the key lock button until it turns white then press and hold the power button until the projector turns on.

- **GDC Servers**

1. **Power on** the projector first.
2. **Ensure** no USBs are connected to the server.
3. Hold down the silver power button located on the front of the server.

POWERING UP AUDIO PROCESSORS AND AMPLIFIERS

1. **Power on** the audio processor using the unit's power button (if applicable).
2. **Power on** the booth monitor using the unit's power button (if applicable).
3. **Power on** amplifiers using individual amps power button starting from the bottom most amp.

POWERING UP DIGITAL CINEMA LIBRARY SERVER RACK (LMS)

1. **Power up** all projectors before turning on the Digital Cinema Library Server.
2. **Power on** Library Server rack components by using UPS on the bottom of the rack.
3. **Update** DSSP to notify the TOC that the UPS has been powered on.
4. **Verify** power to the UPS. The LCD on the UPS may be illuminated from power being restored to the theatre- This does not indicate the power is on. If the unit is properly powered, the UPS screen will have equal incoming/outgoing voltages of 110-120 VAC. The outgoing will be 0 VAC if the unit is off. **Wait** up to 30 minutes for the Library Server to establish connectivity to the projectors.
5. **Wait** up to 30 minutes for the Library Server to establish connectivity to the projectors.

POWERING UP DIGITAL CINEMA COMPUTERS

1. **Reconnect** power to Command Center (as applicable).
2. **Power on** UPS for computer (if applicable).
3. **Power on** PC.