

# FREEMAN

## AUDIO VISUAL OPERATIONS STANDARD

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### FLAT-PANEL VIDEO DISPLAY HANDLING



#### Setup of Large LCD and PDP Displays: 32"-65"

- **Truck unloading**
  - If, during truck unloading, unit cases are discovered to have tipped during transport, units must be lowered or returned to their casters gently. Damage can occur to the panels if they are slammed down to the ground.
- **Unit unpacking**
  - At no time should a technician attempt to lift a panel with the panel facing him/her, as all flat-panel displays contain front glass which can scratch very easily and belt buckles, tools, nametags, and even buttons may cause inadvertent damage to the screen.
  - A unit must never be removed from its case without a minimum of 2 technicians. An individual technician must never attempt to remove a unit by themselves.
  - Special care must be taken to prevent any impact to the screens of LCD panels, as the liquid crystal pixels can be easily damaged by even a minor blow to the screen.
  - During setup, technicians must immediately take inventory of any necessary parts and accessories for the unit prior to closing the case:
    - Wall or ceiling mount bracket
    - Table stand
    - Speakers and speaker wire
    - Appropriate cables (including AC cable)
    - Bolt/hardware kit
    - Remote control (**NOTE:** If a unit is missing its remote, all units can be adequately setup using the control buttons on the unit chassis).
- **Unit setup**
  - A maximum of 5-6 units can be connected into a 20 amp circuit to prevent electrical circuit overload.
  - Once input source(s) are determined, the appropriate cable conduit must be selected (see *AV Standard 0012 - Choosing Correct Video Conduits-Distance Limitations*) and connected to the panel.
    - While several panel models have "Auto-detect" of signal, many do not. If a unit fails to display the source image at first, press the input button on the remote/display until the correct input is shown.

- If questions arise regarding a unit's operation, never be afraid to ask. Unit manuals are available in many branch O:\ drives, QC SharePoint sites, and manufacturer's websites.
- **Mounting on Dual-Post Stands**
  - If a unit is to be mounted on a dual-post stand, the dual-post sleeve must be checked that it is tight and secure. Caution must be used so as not to overtighten the sleeve to the point where the pole bends or the set screws break.
  - A dual-post stand must never be moved with the unit attached.
    - A stand must be placed in its final position prior to the unit being attached.
    - If a unit must be relocated after it is mounted on a stand, the unit must first be removed. Only then may the stand be relocated, and the unit reattached in its new position.
- Once a unit is placed and operating correctly, it must be checked for cleanliness (see *AV Standard 0007 - Cleaning Exhibit Equipment* for detailed information)
  - Only a non-ammonia based glass cleaner may be used (i.e. Windex) to clean a panel.
  - Only microfiber cloths may be used to clean the panel.

### **Setup of Small LCD's: 20"-24"**

- **Unit unpacking and setup**
  - When removing a unit from the case, the unit must not be grabbed any other place but the frame.
  - Be especially careful of preventing any impact to the screens of LCD panels as the liquid crystal pixels can be easily damaged by even a minor blow to the screen.
  - Follow instructions for Large LCD/PDP panels above. Some of these units have component, composite, VGA, and DVI connectors.

### **Dismantle and Load-Out**

- **The most important point to be remembered during dismantle is to simply pay attention and use common sense.**
  - A panel must always be removed from a stand prior to dismantling the base and stand.
  - All cases should include instructions to assist in loading panels correctly.
    - All large panels must return to their case with the glass facing inward.
    - When loading small LCD panels, ensure that they are being returned into the correct case.
      - NEC 2080 panels must go in a 2080 case.
      - Samsung 204B panels do not properly fit into the 2080 case – the unit is about 2" too tall.
    - Most panels require the removal of speakers prior to the panel being returned to its case.
      - NOTE: Speakers are usually screwed into place. Do not try to remove them by force.
      - 32" LCD panels have the speakers permanently attached – there is no need to remove them.
  - If a panel is mounted to a wall, the wall mount and hardware must also be removed and loaded into the case after the panel has been loaded. A mount must never be left attached to a wall, or to scenery, or any place else upon strike.
  - All related accessories and parts must be accounted for and returned with the panel to its proper case: (i.e. cables, remotes, speakers, wall mounts, table stands, etc.)
    - **No loose item (i.e. cables, connectors, etc.) must ever be placed on or near the screen surface during packing or at any other time – NO EXCEPTIONS.**
  - When loading large flat panels on the truck, tipping of the cases must be avoided if at all possible. A case must never be tipped on its face or back for loading.