<u>Wel-Hat U3A</u>

<u>Setting up the computer and projector for general meetings</u>

From the U3A cupboard you'll need to get:-

- The screen
- The projector stand
- The black rubber cable cover & trip-preventer.

The Front-of house Manager will probably set up the screen for you.

Set up the projector stand on the floor, in front of the screen and about 8 to 9 feet away. You'll probably find it easier to operate if you orient it so that the side with the lower shelf is facing the screen.

Take the extension lead (read & black), and plug it into a convenient socket. At Ludwick this is on the wall by the door at the right-hand end of the stage.   At Hatfield this is on the right-hand side of the stage, underneath the wooden facia, and usually hidden behind a big black box. Unwind the cable out of the reel so that it reaches the projector stand. Arrange the cable so that it runs under the chairs that make up the first row. At the far end, fit the black rubber trip-preventer over the cable, so that the corridor there is safe to use.

Take the projector out of its bag and put it on the top of the stand, facing the screen. Remove the cover over the lens. Take the mains lead out of the side pocket of the projector bag, plug one end into the projector, and the other end into extension lead. Take the HDMI video cable (this has a small plug, like a squashed D shape on both ends) out of the side pocket, and plug one into the HDMI socket on the projector – there's only one HDMI socket on the projector so you can't go wrong.

Take the computer out of its bag and put it on the lower shelf of the stand. Take the mains lead out of the side pocket of the bag, connect the socket into the electricity extension lead, and the small round connector into the socket with the same shape on the computer. Plug the free end of the HDMI socket

into the computer – there's only one such socket on the computer so you can't go wrong.

Switch on the projector, by pressing & releasing the "power" button (located on the top cover).

Open the lid of the computer and switch it on.

After a few seconds, the windows start-up screen should appear. Click on "super-user"

The image of the computer screen should now appear on the big projector. See the "Quick start" guide (enclosed with the projector) if you need to adjust the image on the screen.

Try and adjust the cables around the projector stand to minimise the possibility of someone tripping over them, e.g. by placing a cable over them.

Tony Lanniman usually has a memory stick with a rolling Powerpoint slide show. Plug the memory stick into a spare USB socket, launch Powerpoint, and then open the u3a Powerpoint file, running is as a Powerpoint Slide show.

There is a wireless device, made by Kensington, that can be used by a speaker to move through a slide show. Slide out a small USB device, plug this into the computer, and the device is ready for use

After use, the first thing to do is to switch off the projector, which you do by pressing the "power" button twice. Leave it to cool while you put everything else back in place. Then put the lens cover back on the projector, and pack the projector back in its bag.