YOUR GUIDE TO USING JUBILEE HALL'S DIGITAL PROJECTORS, BROADBAND AND SOUND SYSTEM --WITH CONFIDENCE.

This note is written for first time users of the Jubilee Hall Projection and Sound system equipment, and as a reminder for those that may have not used it for some time. It is recommended that this note is read in advance of the hall hire, ensuring that you understand what you will need for the success of your event.

If you are a first time user we recommend that you ask the Booking Secretary for a thirty minute time slot to enable you to familiarise yourself with the equipment before your event takes place. No charge will be made for this. The equipment has been selected for its ease of use, but a little practice never comes amiss!

You are also reminded that you must have the necessary permissions if you propose to project copyright material. Failure to do this could result in serious legal consequences.

The Jubilee Hall is a community resource, and it is the Management Committee's policy that images of a pornographic nature or images which might offend current standards of decency must not be shown, regardless of the nature of the audience.

For the convenience of users, the hall provides basic accessories as part of the projector use charge. These will be found in the box clearly marked Projector Accessories, located on the top shelf of the Equipment Cupboard. It contains:

1. HDMI cable Main projector only
2. VGA cable
3. Audio cable
4. Ethernet cable
5. Power extension cable
6. Main Projector Remote Control
7. Sound System Remote Control

Please treat these accessories with care, they are for your and other hall user's convenience. Should they become damaged of faulty, please report this to the Booking Secretary.

The Hall's Broadband router location is:

BTHub3-GP8Q - Key: f54e423fbe

Some older laptops may not get good Wi-Fi reception in the main hall, due to the thickness of the walls. If this is the case, use the direct Ethernet connection points in the hall. One will be found near the Sound System storage Cupboard. Link the laptop to this using one of the two Ethernet cables that will be found in the Projector Accessories box. If used, please take care to ensure that they do not trail and create a hazard to people passing nearby.

No charge is made for this service.

Digital Projection

The Jubilee Hall has two digital projectors. One, which is new, is permanently mounted at high level, and input is accessed by wall mounted connections. The image is projected onto the end wall onto the wall opposite the main door.

The other is a portable projector and screen which can be used for small groups in the main hall, if preferred, or in the committee room.

High Level projector

This modern 'state of the art' piece of equipment is installed, with access points, to allow projection from most platforms, i.e. PC, Laptops, DVD /Blu ray Players, Tablets, Net books, Mobile phones.

Wall mounted HDMI, VGA and Audio connection points are provided.

Power points are nearby, as is access to the hall's Ethernet (Broadband) connection. Wireless connection is also available,

Jubilee Hall provides short standard cables to link computers to these data connections points, *but it is the user's responsibility to check in advance that they are suitable for their equipment. Connecting cables for other equipment, i.e. tablets, phones must be provided by the user.*

Ready to go! The Jubilee Hall Projector, with its high level mounting, integrated sound system and wall mounted access points provide for simple and quick use. The HDMI access port is suitable for most modern platforms: PCs & Mac, DVD players, Tablets, Game boxes and mobile phones.

For older equipment the VGA and Audio–in Connections will meet most requirements. Linked to the hall's Broadband facility, there is great flexibility for use.