Using the Projector with a platform(usually a laptop) using the HDMI connection

On/OFF Button

Source Button

Aspect Ratio Control Button
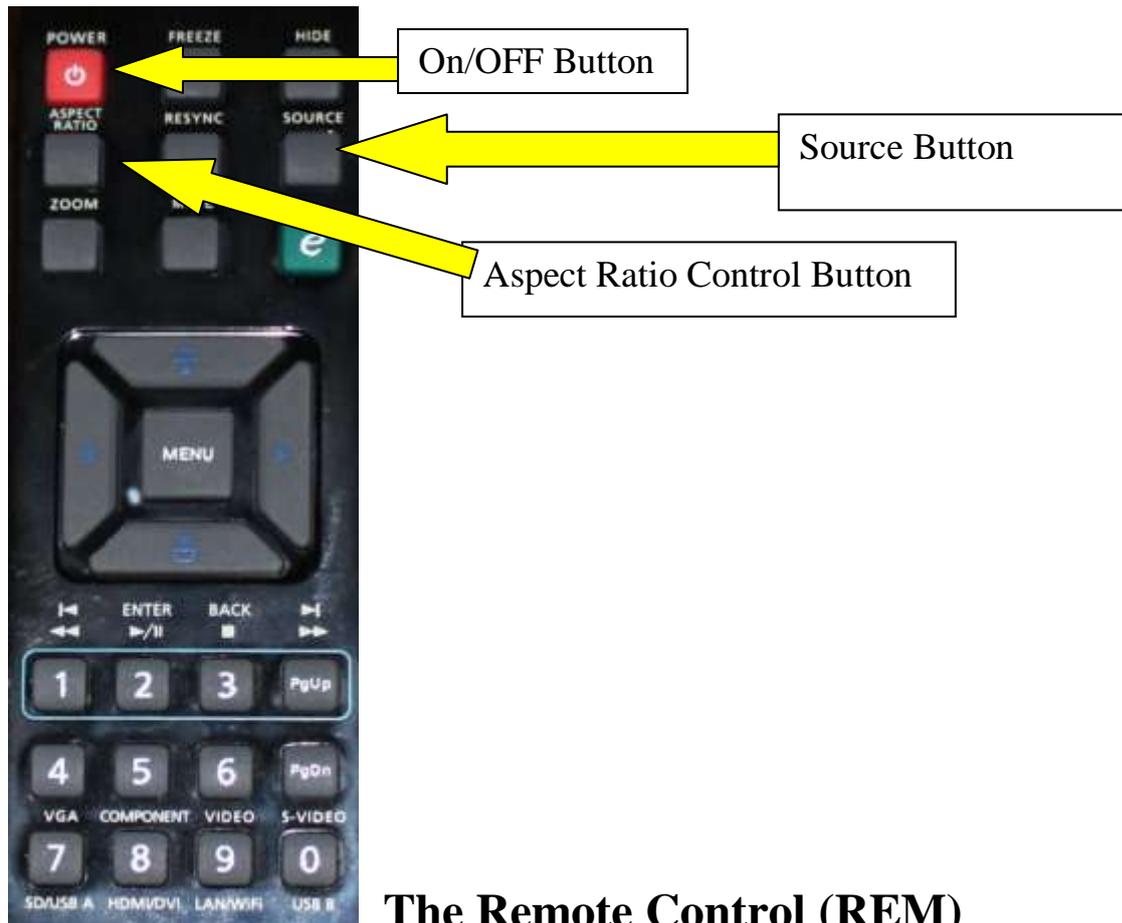
The Remote Control (REM)

You will need the Projector accessory box which will be found on the top shelf of the equipment cupboard. It contains a choice of connecting cables and the REM that controls the projector, including 2m. HDMI cable (Male to Male connections). Other cables are also stored in the accessory box, including Ethernet cable should you wish to use the hall's network instead of working wirelessly. 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.

Place the laptop on a small table adjacent to the wall mounted connection point, and switch on. When loaded, connect the laptop to the projector using the HDMI cable supplied.
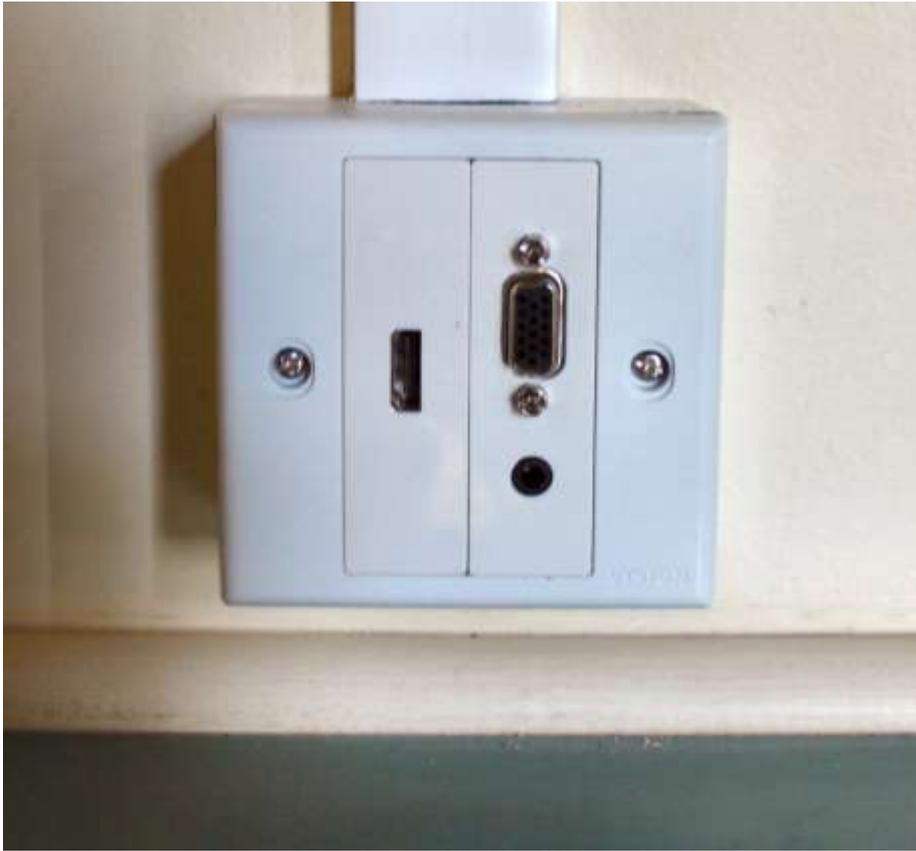
Wall mounted socket-the socket on the left is for HDMI. The other is for VGA; below is the Audio–in socket (3.5mm).

Switch on power to the projector using the switched plug in the adjacent equipment cupboard. Switch on the projector, using the Power On/Off button on the REM. You will hear a bleep from the projector confirming the instruction. After a few moments the Projectors stand-by screen will appear.

The projector power point. The sound system power socket is beyond.

When fully loaded, set your laptop to its 'projection' function. Be sure you know how to do this-**it is <u>your responsibility</u>**. The method varies with the operating system, usually activated via Control Panel/ Display or Devices, but sometimes, on older operating systems this is managed via the computer's graphic system, accessed by right clicking on the desk-top.

If the image on your lap-top screen is projected, you need take no further action, other than adjust the Aspect ratio to suit the size of your projected image. Then set your choice of aspect as described in the previous paragraph.

If your image does not appear, press the 'Source' button on the REM. You will then be given a menu on the screen. Select HDMI and follow the on screen instructions. *Warning:* The menu does not stay up very long, so do not delay selection.

When you have loaded the file you wish to project adjust the screen format to suit your requirements.

Should you wish to use the hall's Broadband facility with the projector, this available using hall's wireless facility or the Ethernet connection near the equipment cupboard. Ethernet cable is available for this purpose. Use this to connect between the wall mounted outlet and your laptop. **If used, please take care to ensure that they do not trail and create a hazard to people passing nearby.**

The Hall's router location is:

BTHub3-GP8Q -- Key: F54e423fbe

No charge is made for this service.

If you require sound, switch on the PA system located in the Equipment Cupboard, and establish a suitable sound level using either the audio volume control on the REM or the master volume control on the PA system or a combination of both. The Hearing Loop is operated automatically from the PA system.

Should you not get sound, check

a) that the Sound system Amplifier is switched on

b) that your PC is set to HDMI Sound On setting.

c) The master volume control is turned up.

More information on and the hall's sound system will be found later in these notes together with information about the microphones available.

When you have finished using the equipment, press the 'Off' switch on the REM, and switch off power. Carefully disconnect the HDMI cable from both the wall fitting and your PC. Switch off the PA system if you have been using it. Return the Microphone if used to the equipment cupboard. Remember to remove your battery. Place the accessory box on the top shelf of the equipment cupboard, and then lock.