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

On/OFF Button

Source Button

Aspect Ratio Control Button
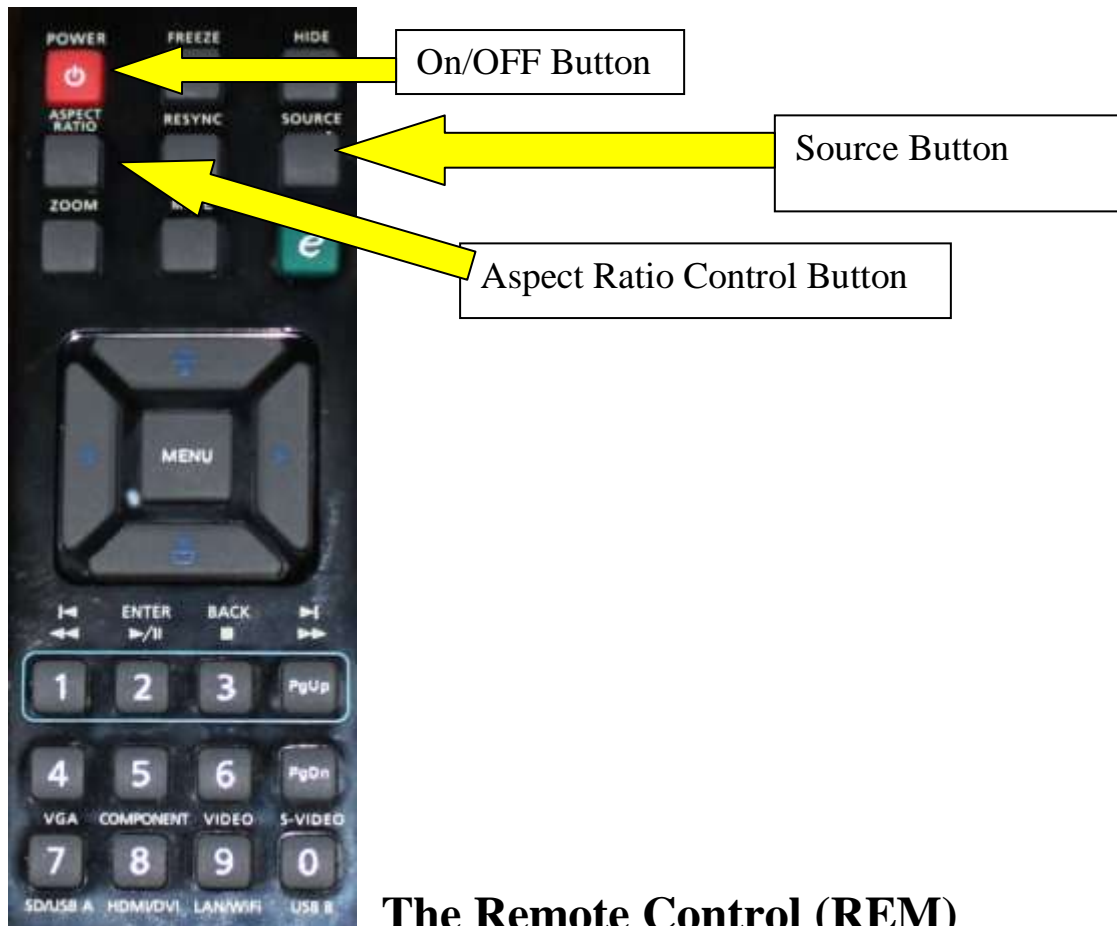
The Remote Control (REM)

You will need the Projector accessory case 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 a 2m. VGA cable (Male to Male connections) and 3m of Audio cable (Male to Male with 3.5mm jacks). 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 VGA cable supplied.

Wall mounted socket-the socket on the left is for HDMI. The other is for VGA, below this 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 in the projection area of the wall.

The projector power point is the first one. The Sound system power point is towards the back of this picture.

When fully loaded, set your laptop to its 'projection' function. Be sure you know how to do this-**it is your responsibility**. 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 appears, 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 the D-Sub or Composite setting and follow the on screen instructions. This menu only stays in view for a few seconds, so you must act quickly. It reappears when the Source key is pressed again.

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

If you wish to use the hall's Broadband facility with the projector, this available using hall's wireless facility or the wall mounted Ethernet connections near the equipment cupboard. A length of 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.

Connect the audio cable provided (Male to Male 3.5mm jacks) between the Audio –out socket on your lap-top and the Wall mounted audio in Wall connection. Then set the volume on the Master volume control on the PA system.

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.