

# Using a U3A Projector & Screen in the Small Hall of the Community Centre

Equipment held by Community Centre for U3A



Cable protectors

Mains cable

HDMI Cables

Projector Mains Cable

Old SVGA cable

Mains Distribution Board

Remote

Small Loudspeakers For Computer

InFocus Projector

Portable projection screen (not to scale)

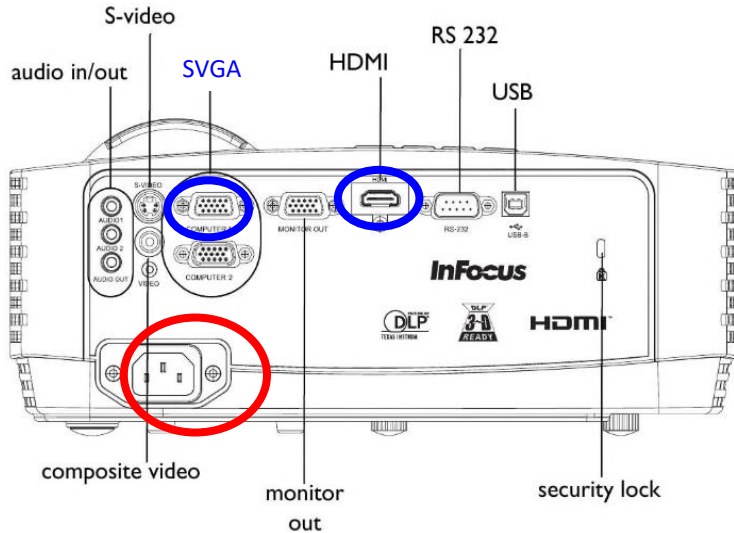


## Connecting the Projector

Please only set up the equipment if you are competent to do so.  
For help and queries please phone Steve on 07920 563 773

**Projector** connections are as shown below:

- **Mains power**
  - **Either a SVGA or preferably an HDMI cable connected to your laptop. (You don't need both).**
- Please note that each projector has a different layout but will have an **SVGA**, an **HDMI** and a 'kettle type' **Power socket**



Standard mains cable



HDMI cable which is same at each end



SVGA cable which is same at each end



## To connect Dell speakers (optional)



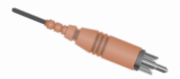
Plug green miniature jack cable into PC headphone socket



Connect 12v mains pack



Plug second speaker into first speaker using this phono plug



## Health & Safety

- Do not use cables which have been damaged in any way
- Do not daisy-chain more than two cables
- Be careful setting up the screen making sure fingers cannot be trapped etc.
- Avoid using trailing cables. If cables need to go across the floor they should be as short as possible and not in walkways and exit routes.
- Any cables on the floor should use 'cable protectors' and be clearly marked.
- Ensure that projector screen feet are not a trip hazard. For example keep the screen flush to a wall.



# Projector Setup and Adjustments


- Before switching on (as ideally you should not move the projector when it's hot) you may want to tilt the projector up. Unscrew the Elevator Foot underneath, central, near the front.
- Connect an HDMI cable from your PC to the Projector
- Connect mains lead then press 'Power' button on projector to switch on (or remote if present).
- Allow the projector to warm up which should only take about 30 seconds and is when the blue light will stop flashing.
- Start up your laptop and then connect to projector with your chosen cable. The projector should automatically find the correct input and configure. (If not select 'Source' and then the correct input)
- If you need to change settings on your laptop, 'right click' mouse on your Windows Desktop and click on Display settings which allows you to:
  - Detect the projector if the PC hasn't recognised it
  - Change the screen resolution
  - Either duplicate or extend your laptop screen
- Projectors can be used with Apple iPads but have been known to be temperamental. (You may require an external USB mains power adaptor. Ask for advice, and test your set-up at home in advance!)
- To get the best picture use the 'Projector adjustments' shown below
- Please do not adjust the Keystone setting unless absolutely necessary as this may inconvenience the next user. (Alternatively please return to the previous settings after use).

**CAUTION – Never just switch off a projector at the mains as this can destroy the (very expensive!) lamp.** Always press the 'Power' button on either the projector or the remote until the blue light flashes. Allow the projector to cool (at least 2 minutes) before moving it.


### Projector adjustments

adjust height

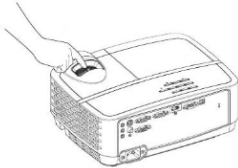
elevator foot





adjust distance




adjust zoom and focus



adjust keystone



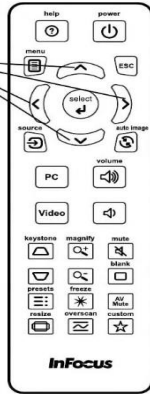
adjust Basic Menu



( Basic Menu )	
Source	Auto
Auto Image	Disable
Brightness	50
Contrast	50
Auto Keystone	Off
Keystone	0
Picture	Standard
Sharpness	16
Volume	10
Getting Mount	Off

### Remote control

navigation buttons



Home

Menu

Back

Enter

Left

Right

Up

Down

Stop

PC

Volume

Video

Keystone

Magnify

Mute

Mark

Source

Power

Auto Menu

Custom

InFocus