



**Guide to Setting Up Equipment
for
Slide and DVD Film Presentations**

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GUIDE TO SETTING UP for SLIDE and DVD FILM PRESENTATIONS

Generally.

Each of our four crates marked A, B, C, and D contains a complete set of equipment for projecting material from a laptop computer onto a screen or wall. This set comprises a Dell Windows laptop computer running Windows 10, an Optoma projector, all necessary cables to connect and power them up, a wired mouse and a remote control 'clicker'/laser pointer to change the slides when using PowerPoint. Microsoft Office 2016 is installed on all laptops so any PowerPoint file prepared using this or an earlier version should be accepted and run smoothly. Laptops C & D do not have a built-in DVD player but a separate USB player is kept in crate C. The program 'VLC' is installed on all laptops for playing DVD videos.

One long and one short HDMI cable is in each crate together with a 'joiner' which can be used when extra length is required.

WiFi is now available throughout the Maltings. See below for access details.

Crates A & C are stored in the U3A cupboard alongside the Long Kiln room by the Ladies toilet, and B & D in the low cupboard next to the South West Kiln room.

Mains extension reels and safety mats are also kept in the cupboard and cabinets. Please ensure these are returned to their original locations.

If a fault occurs with equipment please notify us by email at visual@farnhamu3a.org.uk.

Setting Up.

Collect one of the U3A key bunches from reception and remove crate, projector stand, mains extension reels and safety mats and take them to the room allocated then return keys to reception.

Place projector on projector stand and laptop on table in a position to suit speaker if he/she requires to view the presentation on the laptop screen. Where this is not a requirement position the laptop to best suit you not forgetting that if using projector stand with additional shelf it may be more convenient to use this.

Connect laptop to projector using a HDMI cable. Two HDMI cables can be joined together with the connector found in the crate to make a longer length if required.

Reel out a mains extension lead, place socket box under projector stand or other convenient position and plug into mains wall socket. Depending upon positions of laptop and projector it may be necessary to use another mains extension lead for the laptop. Cover all leads and cables with mats for safety reasons.

Plug power lead for laptop into laptop and mains extension socket box, and mains lead for projector into projector and mains extension socket box.

Switch on mains at wall socket and LED on top of projector will light to show projector is in standby.

PowerPoint Presentation.

PowerPoint on all laptops has been set up to "Use Presenter View", that is the required slide is projected but the laptop screen will show the slide projected with a smaller view of the next slide on the right, together with any associated notes.

Turn projector on by pressing the power button on top of the projector and the LED will flash until warmed up then turn to blue and the desktop saver screen will be projected on the screen.

The desktop saver screen projected is always larger than a projected slide so wait until a slide is projected before moving the position of the projector to suit the screen size.

If using the hand-held remote control 'clicker', remove the dongle/receiver from the 'clicker' body by pressing its base and when it springs out insert into laptop USB port nearest where the speaker will be. The right hand button on the presenter moves the slide forward, the left hand button moves it back, the bottom button turns slide presentation off and on and the top button activates the red laser pointer.

Insert the memory stick containing the PowerPoint presentation file in any convenient USB port of the laptop and after a pause the "USB Drive (E)" menu should appear. Double click on the required file for the presentation and the first slide and thumbnails of all other slides down the left side should appear on the laptop screen.

If the "USB Drive (E)" menu does not appear automatically click on the "PowerPoint" icon on the task bar at the bottom of the screen and an orange PowerPoint screen appears click on "Open Other Presentations" at the bottom of the menu on the left of the screen and when the next menu appears click on "USB Drive (E)". When the "USB Drive (E)" menu appears click on the required file for the presentation and the first slide and thumbnails of all other slides down the left side should appear on the laptop screen.

Click on "Slide Show" in task bar at the top of the screen then the "From Beginning" icon and the first slide should be projected with the projected slide and a smaller image of the next slide to the right should appear on the laptop screen. This is the default setting for a slide show. Only when the "From Beginning" icon is clicked will the first slide be projected and replace the desktop saver screen.

If the desktop saver screen is still projected or only the projected slide shows on the laptop screen without the next slide press F8 to bring up the "PROJECT" menu on right of the laptop screen, highlight and click on "Extend" and the first slide should be projected. The menu should disappear after a short time - if not press "ESC".

Adjust height and level of projected slide on screen by screwing out the feet of projector or by using wedges if necessary. Use the zoom control above the lens to get the slide to fill the screen and the lens focus rim to get a sharp picture. Then use the ^ and v buttons on the top of the projector to get the sides of the slide parallel. In some cases it may even be necessary to move the projector back or forward to get slide correctly positioned on the screen. Finally readjust the focus. These adjustments should be made when the first slide of the presentation is displayed on the screen as any other projected picture is likely to be a different size.

Check that the 'clicker' moves the slides on or back, turns the slide presentation off and on and the laser pointer works, then give the presenter to the speaker with an explanation of which buttons to use to move the slides on or back, turn the slide presentation off and on and for the laser pointer. He/she should be reminded not to point the laser anywhere but towards the screen and to keep the red dot fairly stationary and not jiggle it around in circles.

At end of a slide presentation press the "ESC" button on the keyboard to close slide show and then click on the "X" at the top right of the screen to close PowerPoint. Remove the memory stick and hand it back to the speaker and collect the 'clicker' from him/her. Remove dongle from laptop and insert it back into the 'clicker' and return it to its box.

DVD Film Presentation

Open the DVD drawer, insert DVD and close drawer and the "VLC media player" programme will automatically open. Click on the "Arrow head" play icon and then the "Full screen" icon of a square with hatched corners in the control bar at the bottom of the screen and follow on screen instructions to view the film.

If the desktop saver screen of a girl running on a beach is projected when the correct picture shows on the laptop press F8 to bring up the "PROJECT" menu on right of the laptop screen, highlight and click on "Duplicate" and the correct picture should be projected. The menu should disappear after a short time if not press "ESC".

All projectors will play DVDs with sound when the laptop is connected to the projector with an HDMI cable. Sound can be played through the Maltings speakers in the Barley Room, Cellar Bar or Long Kiln room by connecting a special break-out box in the HDMI cable. Contact sound@farnhamu3a.org.uk for more details of this facility.

If separate external speakers are needed the speaker jack has to be plugged in the audio out socket of projectors A & B (projectors C & D do not have this facility).

Adjust height and level of projected picture on screen by screwing out the feet of projector or by using wedges if necessary. Use the zoom control above the lens to get the picture to fill the screen and the lens focus rim to get a sharp picture. Then use the ^ and v buttons on the top of the projector to get the sides of the slide parallel. In some cases it may even be necessary to move projector back or forward to get slide correctly positioned on the screen. Finally readjust the focus. These adjustments should be made when the film presentation is displayed on the screen as any other projected picture is likely to be a different size so it may be necessary to use the "II" pause icon in the control bar whilst you adjust the focus etc.

At end of a DVD film presentation click on the "Square" stop icon in the control bar then click the "X" at the top right of the screen to close programme. Open the DVD drawer, remove the DVD, close drawer and hand DVD back to its owner.

Internet Access

The Maltings now has made WiFi available to U3A groups. If internet access is required, you will need to turn on WiFi on the laptop:- (Windows/Settings/Network&Internet/WiFi/WiFi ON). Select the service 'FM_Hirers', and input the current password which can be obtained from the Group Coordinator at groups@farnhamu3a.org.uk Please ensure that WiFi is always switched

OFF on the laptop before shutdown as otherwise the everpresent Windows Updates will kick in and next time it is switched on (it may be you!) you may not be able to use the machine for some time.

End of Session.

It is **most important to shut down the laptop properly**. Ensure WiFi is switched OFF, then on the home screen double click on the 'shutdown' icon in the middle of the screen and wait for the laptop to shut down before closing the lid. Disconnect the laptop power lead and pack away the power supply block and mains lead in the front pocket of the laptop case, put laptop back in its case and zip up the case.

It is also **important to turn off projector and allow to cool before moving** by pressing the power button on top of the projector twice and waiting for the LED light to stop flashing and turn to a solid red to indicate projector is cool and in standby and safe to disconnect and pack away. Disconnect the projector power lead and pack it away in the pocket of the projector case, put projector back in its case and zip it up.

Pack laptop, projector, 'clicker' and all cables away in the crate ensuring everything is there, disconnect mains extension leads and wind up, roll up safety mats **with carpet side outside** and put everything back in the cupboard or cabinet. When closing the cupboard doors make sure the projector stand does not prevent the free operation of the inside cupboard door handle.

Lock the cupboard or cabinet and return key to reception.

Please remember the smooth operation of the projection equipment depends upon you leaving all the equipment back in the cupboard or cabinet in the condition you would like to find it.