

Welwyn Hatfield U3A

Setting up the computer & Projector

Presenters are told that if they are using PowerPoint they should have their presentations on a memory stick. If they are not using PowerPoint, have imbedded Videos or music/sound tracks, they should use their own laptops.

General info

The front of house team (FOH) that set up the notice boards, presenter carpark notice etc. normally get out the laptop, projector and extension lead.

The laptop bags include the power cable and the remote control unit.

The projector bags include the mains lead, HDMI cable, SVGA cable plus (in Welwyn) a couple of wooden wedges to raise the projector up as its leg on the front does not make it high enough.

The tables in each case are often put up by the FOH team

In Welwyn the stand sits alongside the front row of chairs, the extension lead runs under the chairs to the wall socket, a rubber safety cover needs to go over the cable between the last cable and the wall to mitigate the trip risk (This is often put on by Richard, of the Sound team)

In Hatfield the stand goes up against the stage (as the screen is set back from the front of the stage), The extension lead runs along floor at the front of the stage and round the corner of the stage (stage left) where the mains socket is. (Again this is often installed by Richard)

Set up

Obviously plug mains leads into the devices and mains extension lead

Plug the HDMI lead into the projector and laptop.

Switch on mains extension leads (Think only Welwyn has a switch on the extension lead)

On the laptops launch the Wednesday meeting presentation that is on the desktop screen.

Good News

In many cases you will find that Tony Lammiman has done all of the above as he provides this presentation, updates it and deletes the slide for the previous 2 weeks (don't worry about deleting past meeting slides – not important if people see what they missed in previous weeks !)

If the presentation includes sound when using the HDMI lead the sound lead (provided by Richard) is plugged into the "Audio out" socket on the back of the projector.

Note: Some people when they use their own laptop they like to drive the sound directly from their laptop in which case connect the projector to their laptop via the SVGA cable.

When the presenter arrives

'Escape' from the U3a presentation

Plug their USB stick into the laptop, with them find the presentation they want to use and launch it.

This will mean that on the bottom line you will see the PowerPoint logo with another slightly behind it (i.e. 2 instances of Powerpoint are running).

The remote control has a USB stick in the handle - plug this stick into the laptop.

Whichever presentation is being used by the guest speaker check the remote control works and with Richard check the sound level.

When you have done this restart the U3A presentation

At about 10.25 when Ann or whoever is chairing the meeting is ready to start.

'Escape' from the U3a presentation. (you can close this instance of Powerpoint)

Launch the Presenters presentation by selecting the Powerpoint logo at the bottom of the screen and then the "start from beginning" icon on the top line menu (or the small screen icon at the bottom of the Powerpoint window

At the end of the meeting

Press the on/off button on the projector to shut it down. Let it then cool down as you pack up the laptop

(Be careful, some time someone will remove the chairs over the cable and leave a trip hazard that could pull the projector off the stand.)

Press the Escape button on the laptop to escape from the presenters presentation – remove their USB stick and give it back to them. **Collect our remote control from them.** Remove the remote control USB stick from the laptop and put it back in the remote control.

Shutdown the laptop.

Pack everything back in their bags, wind up the extension lead.

In Welwyn you can push back the laptop, projector, extension lead on the stage and the FOH team will put it in the cupboard

In Hatfield agree with someone from the FOH team if they will put the kit away, if not take the laptop, projector, extension lead to the back of the room kitchen, turn right and on the right hand side there is a large cupboard the top shelf is labelled projector for the kit.

The stands go in the same cupboards with the projection kit – often the FOH team kit put this away.

Possible problems

If using sound from the projector, if no sound check the sound level on the projector – menu – sound

Remote control doesn't work – restart the presentation after you have plugged in the remote control USB stick into the laptop.

If the image is not rectangular on the screen – select the projector tombstone adjustment – directly from the button, or menu- tombstone adjustment.

Peter Fox