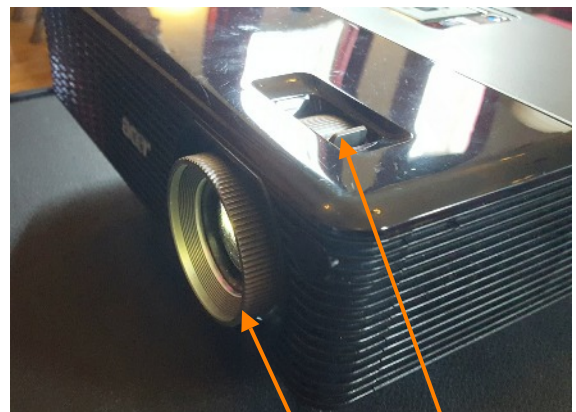


INSTRUCTIONS FOR USING THE U3A AV EQUIPMENT

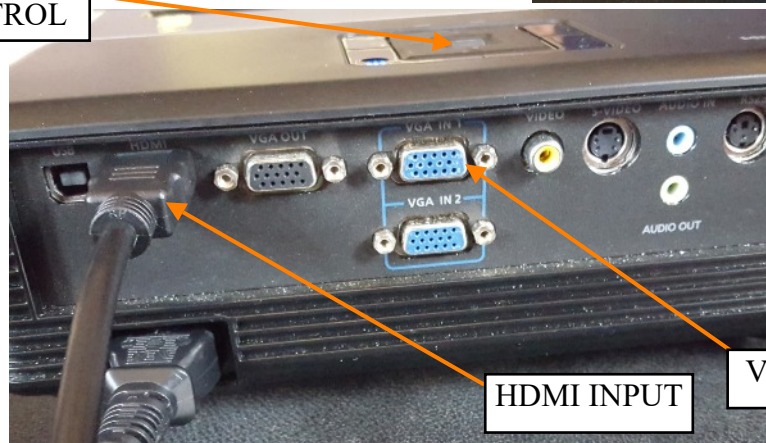
Laptop and Projector

Revision: 1A

1. The AV equipment is stored in the Haslemere Hall cupboard - keys obtained from reception
2. Connect the Laptop and Acer Projector to the mains.
3. Switch on the Laptop, when the login screen opens select Presenter mode and press enter (Desk Top screen should appear). Select display setting (e.g.. Windows Key +P)
4. Connect the Laptop to the Projector rear panel using the HDMI or VGA lead.
5. Turn the Projector ON (top panel blue light button)
6. If necessary select Projector input source HDMI or VGA (Projector top panel button)
7. Adjust projected size and focus (Projector top panel lever and lens focus ring)
8. Level projector using front leg extension and rear screwed feet if necessary. If required Key-stone adjustment is via the Projector menu button.



PROJECTOR TOP
PANEL CONTROL



FOCUS
RING

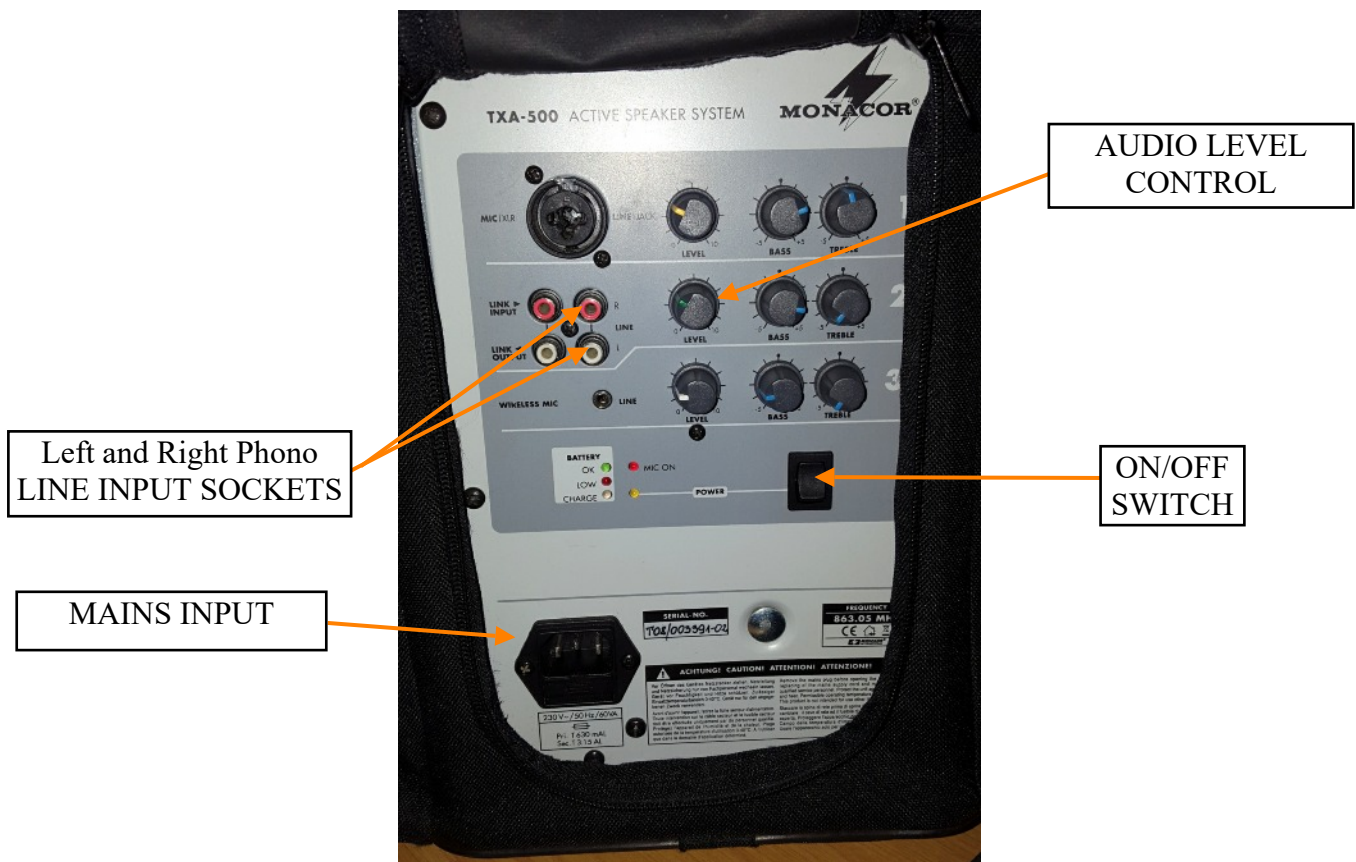
9. Visiting speakers presentation source may be CD or USB Memory Stick. If Power Point is the source the laptop keyboard f5 function key should provide the projector display when an Extended display mode has been selected.
10. The Kensington device (USB dongle inside device) or Mouse can be connected to a Laptop USB port to control the presentation.
11. At the end of a presentation turn off the Projector by pressing the On/Standby button twice. If used be sure to reinsert the Kensington dongle into the device to preserve its battery. Return any software media to the visiting presenter.
12. Shut down the Laptop, remove all leads and put the equipment and leads into their cases and return the equipment to the Hall secure cupboard.

INSTRUCTIONS FOR USING THE U3A AV EQUIPMENT

Laptop and Amplifier

Revision: 1A

1. The AV equipment is stored in the Haslemere Hall cupboard - keys obtained from reception
2. Connect and setup the Laptop and Acer Projector as instructions.
3. Unzip the Monacor Active Speaker Amplifier unit covers to expose its Control Panel and speaker face. Connect the unit to the mains.
4. To use sound from the Laptop connect the audio lead to the Laptop 3.5mm earphone socket (green ring) and the other end to the Amplifier unit level phono sockets as shown (right hand vertical pair).



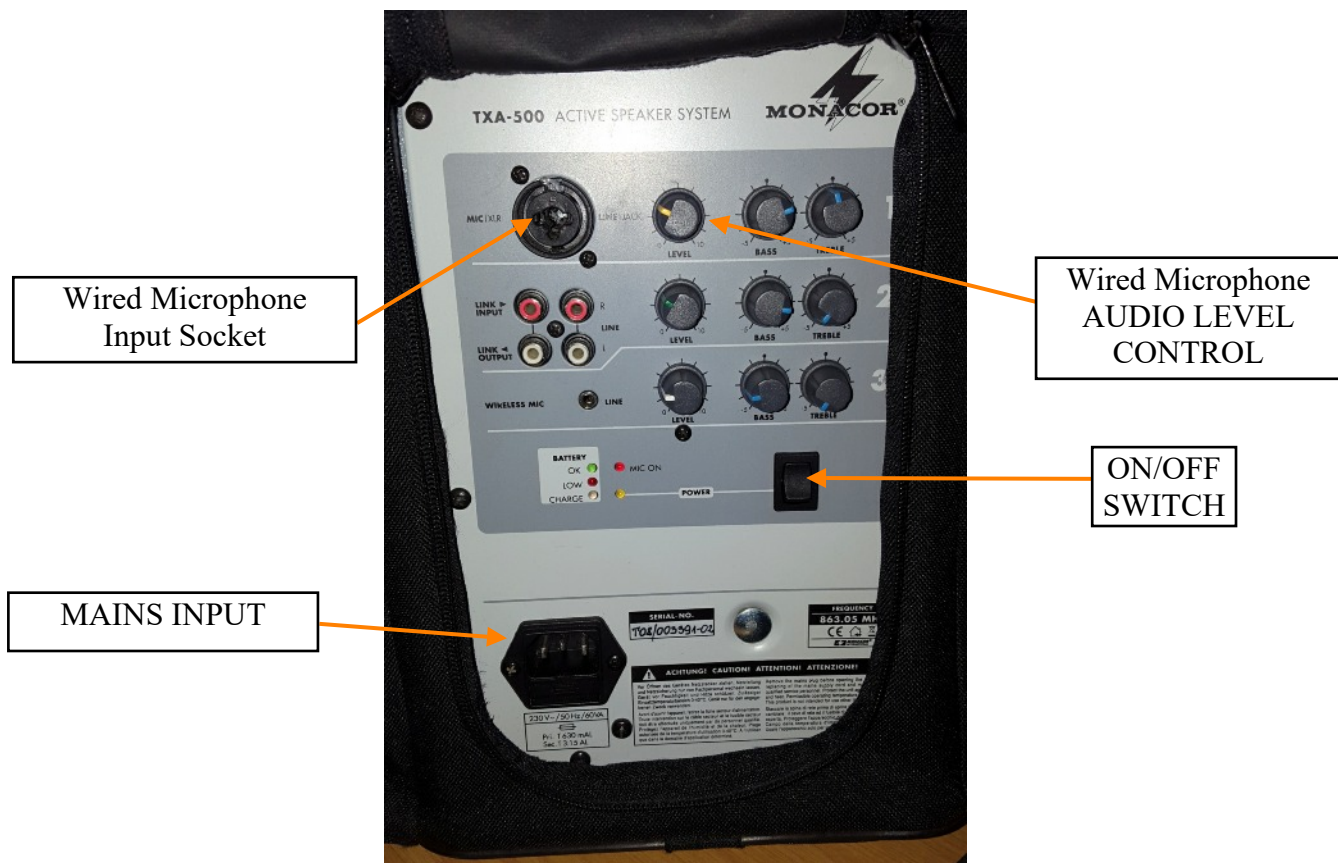
5. Turn down the Amplifier audio level control and then turn the Amplifier unit ON.
6. Play the Laptop audio and adjust the Laptop audio level (e.g. using the key board top function keys) and Amplifier audio control to obtain the desired sound level.
7. At the end of a presentation turn down the Amplifier audio level control and turn the unit OFF.
8. Shut down the Laptop and other equipment as instructions. Remove all leads and put the equipment and leads into their cases and return the equipment to the Hall secure cupboard.

INSTRUCTIONS FOR USING THE U3A AV EQUIPMENT

Wired Microphone and Amplifier

Revision: 1A

1. The AV equipment is stored in the Haslemere Hall cupboard - keys obtained from reception
2. There are two microphone systems available wired and wireless.
3. Unzip the Monacor Active Speaker Amplifier unit covers to expose its Control Panel and speaker face. Connect the unit to the mains.
4. The wired microphone and lead are stored in the Amplifier case side pocket.
5. Connect the microphone cable as to the Amplifier unit top left hand socket and turn down the associated level control. Turn the Amplifier unit ON and adjust the Amplifier audio level control to obtain the desired sound level. Note that there is an ON/OFF switch on the microphone,



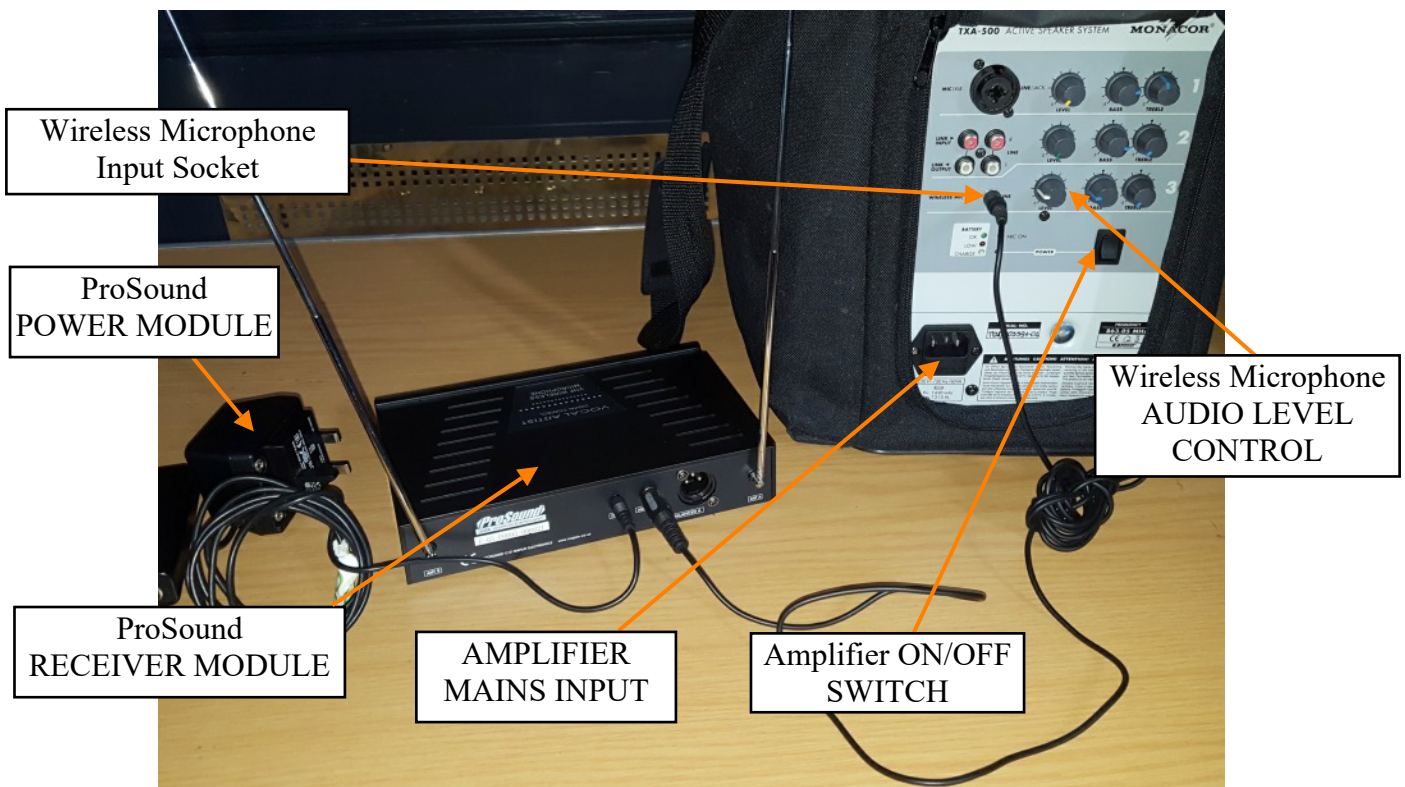
6. After use turn down the Amplifier microphone audio level control and turn the unit OFF.
7. Disconnect the microphone and store in the Amplifier unit case side pocket. Return the equipment to the Hall secure cupboard.

INSTRUCTIONS FOR USING THE U3A AV EQUIPMENT

Wireless Microphone and Amplifier

Revision: 1A

1. The AV equipment is stored in the Haslemere Hall cupboard - keys obtained from reception
2. Remove the wireless microphone equipment from the ProSound case and connect the equipment up as shown in the diagram.
3. Connect the ProSound power module into the mains. Turn down the associated level control.
4. Extend both rod aerials on the ProSound receiver module.



5. Turn ON the remote microphone power switch. The red LED should flash ON (If it the LED doesn't light or stays ON the PP3 battery needs to be replaced).

6. Turn ON the Amplifier unit and adjust the Amplifier wireless microphone audio level control and the Receiver module level control to obtain the desired sound level.

7. After use turn down the Amplifier microphone audio level control and turn the unit OFF.

8. Switch OFF the remote microphone module power switch to preserve its battery. Disconnect all the equipment and store the ProSound units and leads in its case. Return the equipment to the Hall secure cupboard.

