



# Using Computer Equipment for Course Leaders

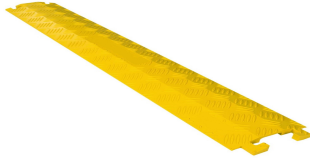
U3A Bermagui and District

Feb 2022

## EQUIPMENT

U3A provides a set of computer equipment for you to use in your course presentation. The equipment comprises a laptop PC, projector, remote presenter, connection cables, power board and power lead. If you are holding your course at the Bermagui Community Centre the equipment is stored in the U3A cupboard in the small room opposite the Library as you enter the foyer. The digital access code will be supplied on request. If you are holding your course at another venue, please talk to a Program Team Member to arrange the pick-up and return of equipment. In all cases, you will need to sign the equipment in and out in the borrowing diary which is also in the cupboard.

### Safety Strip



Please place the yellow safety strip on the floor on top of leads and cords between the table and power socket in the wall.

### Laptop PC



The laptop PC is a Lenovo ThinkPad with Office 2016 installed. It provides the following capabilities:

- Plug in a USB drive
- Run a PowerPoint presentation (latest format supported)
- Run a PDF presentation
- Access the Internet using Google Chrome or Microsoft IE
- Play audio and video
- Project to the projector or monitor as a “second screen” or to mirror the Laptop screen

### Projector



The projector is an Epson LCD projector that can display images up to 1280 x 800 resolution. It can connect to laptops via a standard HDMI cable.

A projector is permanently installed in Room 1 at the Bermagui Community Centre. A second projector is stored in the U3A cupboard.

### External Monitor



The external monitor can be used when you have a smaller audience. It can connect to laptops via a standard HDMI cable. This is also located on the U3A cupboard.

### Presenter Remote



The presenter remote allows you to control your presentation without the need to touch the laptop. You can click to the next slide and reverse to the previous slide. The presenter comes with an infrared pointer allowing you to “point” to the screen to provide emphasis to your presentation.

## Presentation formats supported

The following formats are supported on U3A equipment:



MS PowerPoint (all versions)



PDF

Please note: if you use software other than Microsoft PowerPoint for your presentation you should save it as a PDF document.

## Preparation for your course

U3A will be running equipment familiarisation sessions for all presenters. These sessions will be held at the Bermagui Community Centre at dates to be advised. You are urged to attend one of these sessions. You will be advised the dates and times of these sessions.

In addition, you are urged to attend the Community Centre before you conduct your course to run through connecting, disconnecting and showing your material, using the external speaker and microphone, where to access the internet password and other useful tips. This will ensure everything will be alright at course time. Please come to the PC 'Questions on the Fly' session held prior to the start of each term prior and talk with our IT Coordinator **David Monro on 0412 525 743**.

## Connecting the equipment

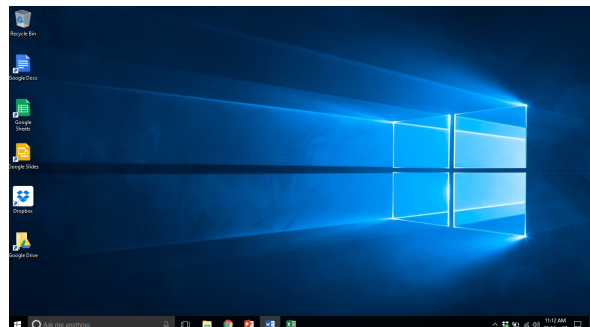
If you are presenting your course in Room 1 at the Bermagui Community Centre, collect the Laptop Bag labelled "Red" from the U3A storage cupboard. If you are presenting your course in the Hall, collect the other laptop, a projector and the projector screen also from the U3A storage cupboard.

Please note how the equipment is packed and repack after your presentation in the same manner.

Plug in and turn on the laptop computer.

Log in to the laptop computer as "u3auser" using the password "u3a"

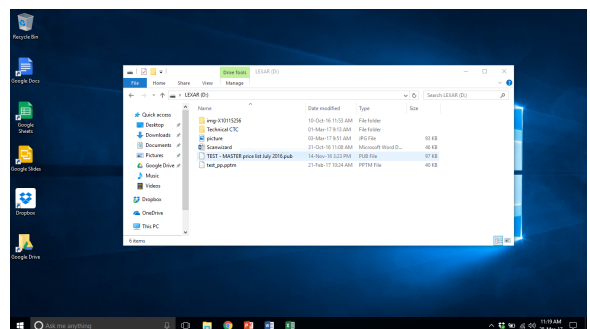
The laptop will show the desktop view.



Plug in your USB stick – you should then be able to access your presentation. If the contents of the USB stick do not show automatically, launch the "File Explorer" icon at the bottom of the screen.



Your USB will appear in the list under "This PC".



## Using the projector in Room 1

The projector is mounted on the ceiling. You will need to operate the projector with the Epson Remote which is located in the laptop bag.



Turn on the projector using the power on button.



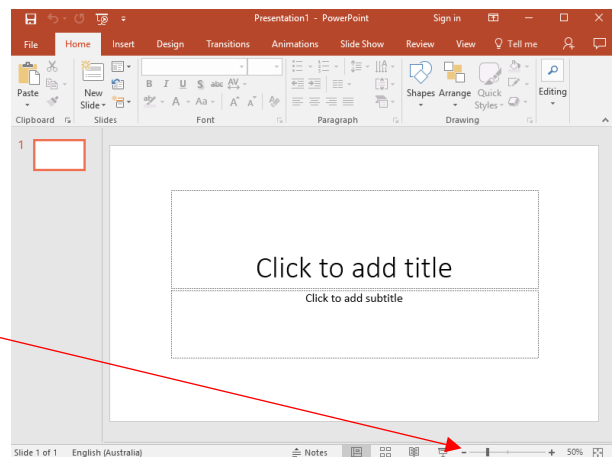
Connect the Laptop to the projector using the long HDMI cable provided in the laptop bag. Plug the cable into the matching port on the laptop and the other end into the HDMI port on the wall near the door. The laptop computer will sound a few beeps indicating that the projector is connected



Open your presentation – if you are using PowerPoint you are all ready to go.

Click on “Slide show”

Your presentation slide show will appear on the projector screen and on the laptop.



## Disconnecting the equipment

To disconnect your equipment and prepare it for packing away, follow these steps:

Turn off the projector using the remote

Shutdown the laptop and pack it away in the bag provided.



## Using the Optoma projector in the Hall or another location

Erect the projector screen at a suitable distance from the projector (approx. 2 metres).

Plug in and turn on the projector by pressing the power button once



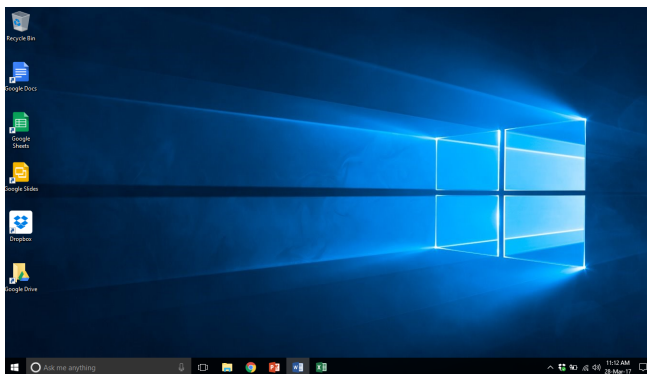
Connect the HDMI cable from the laptop computer to the projector.



The laptop computer will sound a few beeps indicating that the projector is connected.

Return to the laptop

You will now have the projector as another “virtual” screen connected to the laptop.



Screen 1 (Laptop)



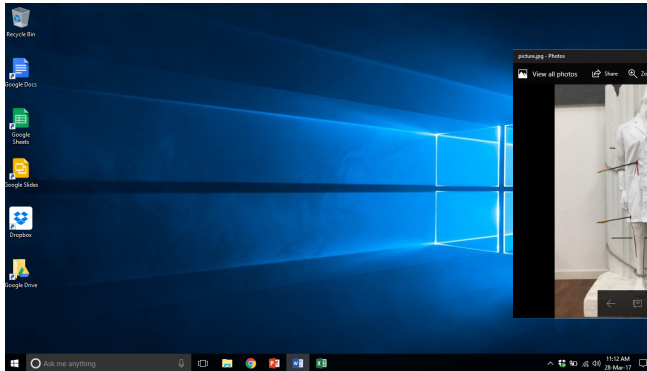
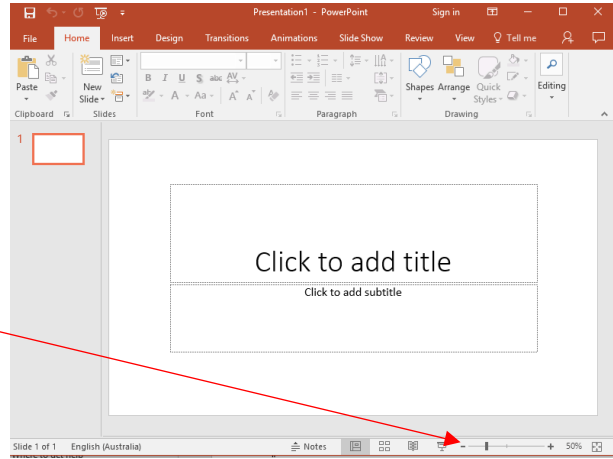
Screen 2 (Projector)

Open your presentation – if you are using Powerpoint you are all ready to go.

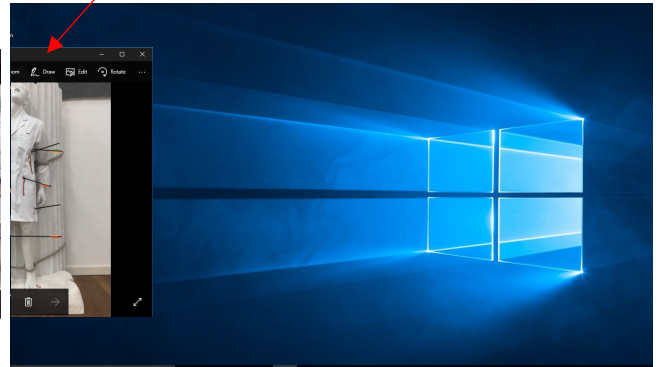
Click on “Slide show”

Your presentation slide show will appear on the projector screen and your presentation will still show on the laptop.

If you have a different type of slide show or you want to display photos from your USB drive, you can use Screen 2 (projector) to show them. Open your document, click and hold on the top banner and drag the document to the right and it will appear on Screen 2.



Screen 1 (Laptop)



Screen 2 (Projector)

## Using the External Speaker

An external Bluetooth speaker is provided to improve the quality of audio from your presentation or DVD.



The speaker is powered by the USB cable so plug the cable into the rear of the speaker and into a free USB port on the laptop.




To turn on the speaker, locate the "On" soft button on the back and press it.

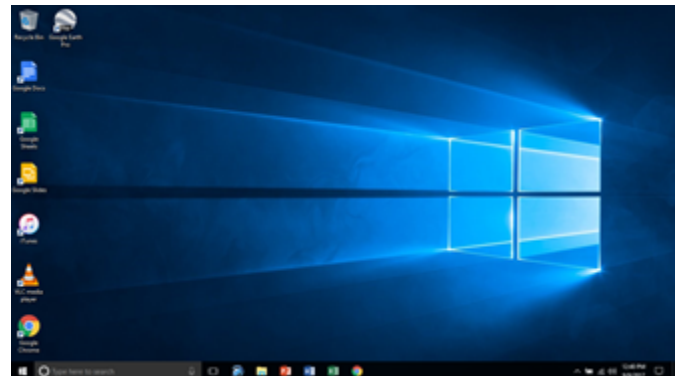


A sound will emit from the speaker indicating it is on and connected to the Laptop via Bluetooth.

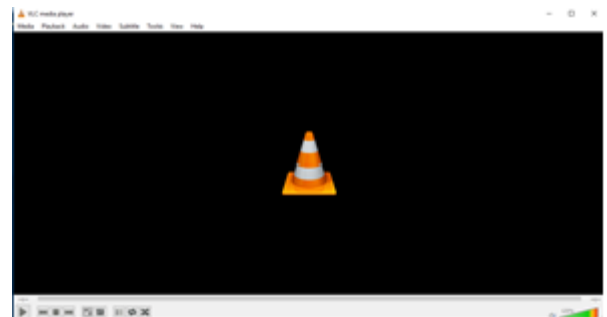
## Using the DVD Player

The laptop has the VLC Player software installed that will show DVD movies.

VLC Player can be started by clicking on the  icon at the bottom of the screen .



When the VLC Player loads, insert your DVD – it should play automatically.



## Disconnecting the equipment

To disconnect your equipment and prepare it for packing away, follow these steps:

Unplug the HDMI cable from the laptop computer and the projector



The laptop computer will sound a few beeps indicating that the projector is disconnected

Turn off the projector by pressing the power button twice.



Shutdown the laptop. When that is complete, unplug the laptop and the projector from the power and pack the equipment away in the bags provided and return to the U3A cupboard.

## Public Address System

A small portable PA system is available for use by presenters. It is a simple microphone and speaker system and is stored in the white U3A cupboard at the Community Centre.

## Internet Gateway Dongle

U3A has an internet gateway dongle for internet connection at outside venues. Please note that you must contact David Monro at least one week PRIOR to your course for set up instructions. Alternatively, you could use your own smartphone. If you need assistance with “pairing” your phone with the laptop, please contact David Monro on 0412 525 743.

## Where to get help

If you need assistance in understanding how the IT Equipment works, please arrange a session with David Monro PRIOR to your course.

You should arrange for your IT Buddy to be available on the day of your course to help sort out any problems. If you need urgent assistance on the day, please contact David Monro on 0412 525 743.