

Policy UH 005

Use of U3A Digital Projection Equipment

From time to time groups have: –

- External speakers who require equipment to project images on to a screen
- A need to project members' own presentations or DVDs

To provide the facility to do this we have 3 projectors suitable for connection to laptops, a slide projector, three screens, two projector stands, 2 presenter remotes, adaptors for HDMI to VGA and Apple USB C to HDMI and a variety of extension leads.

All items except the large screen and large projector stand are stored in Cupboard 1 at St Teresa's. The large screen and stand are next to it.

The digital projectors are: –

Hitachi

This projector has HDMI, VGA and other connection slots.

It is kept in a black nylon case which should contain contains the projector, 2 x HDMI leads, 1 x VGA lead, power cable, remote control and presenter remote. Please ensure all accessories are returned to the case. NB if you need either of the converter adaptors they are in the cupboard, please return them after use. We have a spare light unit for this projector.

THIS PROJECTOR AND THE LARGE STAND ARE NOT TO BE REMOVED FROM ST TERESA'S AND ARE LABELLED TO THAT EFFECT.

ViewSonic

This projector has only a VGA connector slot, however the adaptor to enable connection to a HDMI source is in the cupboard please return it after use. The projector is in a metal carrying case, the cables are in a black ViewSonic branded carry bag which should contain 1 x VGA lead, power cable remote and presenter remote. We have a spare light unit for this projector. THIS PROJECTOR SHOULD BE 1st CHOICE FOR PRESENTATIONS AWAY FROM ST TERESA'S UNLESS YOU NEED TO PLAY DVDS OR THE PRESENTATIONS INCLUDE SOUND.

Epson

This projector has HDMI and VGA slots and has a built in DVD player and speaker.

The projector has a thin nylon cover with pockets which contain 1 x HDMI lead, 1 x VGA lead, and power cable. Unless both other projectors are in use a presenter remote can be provided. NB We DON'T have a spare light unit for this projector.

THIS IS OUR RESERVE PROJECTOR – USE TO PLAY DVDS OR PRESENTATIONS WITH SOUND OR IF THE VIEWSONIC IS RESERVED.

None of the equipment is difficult to operate and training can be arranged, contact Neil Stevenson on neil.stevenson@u3a.org.uk or their appointee are confident they can use the equipment they can apply to the Secretary for the access code to the key safe containing the cupboard keys.



Groups are responsible for booking, collecting, operating and returning the equipment they want to use. Please contact Neil Stevenson on neil.stevenson@u3a.org.uk to reserve equipment.

Please be extremely careful when shutting down and transporting projectors, the lamps generate a significant amount of heat and do not react well to excessive movement before they have cooled down. (replacement lamp units cost £125-£170) Please allow as much cooling down time as possible before packing a projector away.