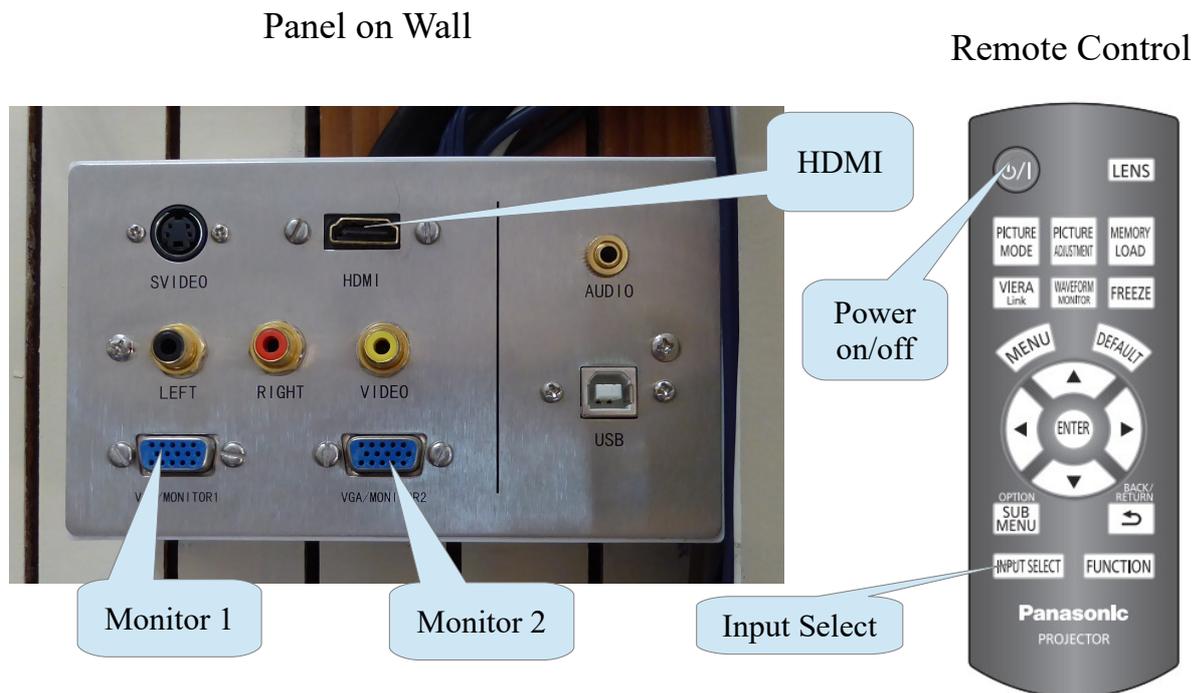


# Connecting your own computer to the Data Projector

PLEASE PASS THIS TO **THE PRESENTER** WELL BEFORE THE OCCASION OF THE PRESENTATION TO AVOID DISAPPOINTMENT ON THE DAY.

## Connection

New Milton Community Centre has a Panasonic data projector installed on the ceiling of the main Common Room. The projector is connected to a panel on the front wall of the room from where it can be further connected to your own laptop computer. The panel has a number of input connectors as shown here. It is recommended that either of the the VGA / Monitor ports are used. Ensure everything is turned off before making or breaking connections.



A 5 metre cable is available from Reception for VGA output from the computer to VGA input on the panel. Either the Monitor 1 or 2 socket may be used; they are functionally identical. See also BYOC below.

There is a GREY coloured remote control available for the projector that will enable it to be turned on. When you have made the appropriate connections turn on your computer. Using the remote control turn the projector on; it will take moment or two to warm up. Press the remote control button marked "Input Select" a few times until the correct input (Computer) is shown on the top right hand corner of the screen. The screen may show your computer's desktop at this stage but, if not, please see "Operation" below.

There is also an HDMI input on the panel which is activated using the 'Input Select' button on the remote control to select the 'HDMI 1' setting on the projector. Whilst some laptops may use HDMI there can often be a resolution mismatch between the projector and the output of the computer. Unless you fully understand this you are advised to use the VGA connector as described above. If, however, you want to try HDMI, short Standard 'A', Mini 'C', and Micro 'D' HDMI cables to

connect from computer devices to the HDMI input on the panel are available from Reception but again see BYOC below.

## ***Operation***

**It is entirely your responsibility to ensure that you know how to use your own laptop. The Community Centre Volunteers cannot be expected to understand the configuration of all the various types of computers and their operating systems and therefore will be unable to provide assistance outside of turning the system power on and off.**

Your Windows PC will need to be 'told' to send it's output to the projector. When using the VGA/Monitor socket and 'Computer' selection this is simply a matter of making a setting in Control Panel. On some laptop computers holding the Fn key and pressing either F4, F5, F7, or F8 will open the options for activating the projector screen. Your computer manual will tell you about these settings.

Further information and a brief tutorial for Windows 7 PCs are available at the following link

<http://windows.microsoft.com/en-gb/windows7/connect-to-a-projector>

Most later laptops with an HDMI port will have that port enabled by default so that once the projector HDMI 1 input is selected the projector should automatically display what is on the computer screen.

For the Apple range of computer products there are a myriad of port and cable types, several different but often similar looking connections and various different cables. The general rule is therefore BYOC!

Similarly, some 'tablet' computers and even some digital cameras are capable of being connected to a projector but it is your responsibility to check that such systems will work BEFORE you are faced with an audience. Assistance is unlikely to be available from the Reception Volunteers.

If you need audio for a presentation, please refer to the separate Audio Equipment Guide.

## ***Support***

**It is strongly recommended that you visit The Community Centre well before the date of your anticipated use of the equipment, bringing your equipment with you so that you can check that it works with our projector.** You may arrange such a visit with The Centre's Technical Officer, via [technical@newmiltoncommunity.org.uk](mailto:technical@newmiltoncommunity.org.uk). The Community Centre is run by volunteers who have other commitments so please ensure that you make contact well in advance of your meeting. If you are unable to visit The Community Centre, for reasons of proximity for example, the Technical Officer may be able to offer advice over the telephone BUT you are reminded that there is no substitute for actually testing the equipment before your presentation.

**BYOC is an abbreviation for Bring Your Own Cable.** Do not rely on The Community Centre having even the standard cables listed here available as occasionally speakers walk off with our cables and Murphy's Law tells us that such an event will happen immediately before you intend to use the system.