

Digital Display

Projectors and Laptops Set Up Instructions.

If the colour labels have come off the leads the cable ties are the same colours except the bright blue cable tie matches with a navy blue label.

Each bag has a coloured luggage label which matches up with everything that belongs in the bag.

Projectors

1. Set up the projector facing the screen and lower the feet.
2. Connect VGA (blue labelled lead) and Mains Cables.
3. If sound is required plug sound lead into green labels ports.
4. Turn the projector on, a green light should now show, make sure that the slider across the lens is open.
5. *The Epson 2 projector can be connected with the HDMI cable to the Lenova computer only. This can be used instead of the VGA lead.*

Computers

6. Connect Kensington presenter to Yellow USB port, if a PowerPoint presentation is going to be used. (The USB stick slides out of the back of the Presenter.)
7. Connect USB hub for the Toshiba laptop to enable more Flash Drives (USB sticks) to be used. The Lenova laptop should have enough USB ports.
8. Plug the mouse in if required to an empty USB port.
9. The Keypad has the left and right mouse buttons on it but a mouse can be connected at this point and is provided.
10. Plug in the VGA cable from the projector into the to the laptop.
11. Connect up the power lead and switch on the power.
12. Turn on the laptop and click on the Member icon (password U3A) may be required when the computer is booted up.
13. The projector should display the image on the laptop if not go to DVD instructions on the reverse.

Lenova & Toshiba Laptops

14. When the first screen is displayed type **U3A** in the Password window.
15. It has been set up to look like a normal desktop. However, if one inadvertently clicks on the windows icon with a left click the desktop will change into the App screen.
16. To rectify this take the cursor to the left hand corner of the screen and the windows icon should appear, left click on this.

At the End of the Session

17. Turn off projector by pressing the off button once, look at the screen, and press again to power down but **do not** unplug.
18. Please remove any files that you have put on the computer.
19. To log off right hand mouse click on the window icon and go to **shut down**.
20. Disconnect all **but power lead to the projector** and **place in the bag according to the colour luggage labels**.
21. If the light on the projector has stopped flashing or gone off disconnect from the mains.
22. Please put the presenter and leads in the projector case according to the coloured labels.

Please allow the equipment to cool off before placing in the bags.

To Play a CD or DVD on a Computer Connected to a Projector.

1. Connect the laptop and the projector together and turn on the projector first then start the computer.
2. Insert the disc you want to play into the drive.
Typically, the disc will start playing automatically.
3. The Player automatically switches to Now Playing mode.
4. If it doesn't play, or if you want to play a disc that is already inserted see below.

Should The Disc Not Start To Play It Another Way.

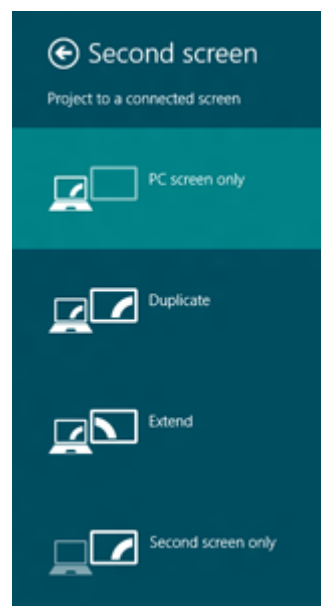
1. Go to **Windows Explorer** (the file in the **Task Bar** at the bottom of the screen.)
2. Scroll down in the left hand window to find "This P.C" click on this.
3. In the new window right click on the DVD icon which should show the name of the DVD.
4. In the new drop down Menu select **auto play** now select either **VLC Media Player** or **Windows Media player**.
5. With **VLC Media player** click on **Playback** and then **Chapter**.
6. In the new window select the desired chapter number.
7. With **Windows DVD Player**, the DVD should start to play automatically. It may be required to advance the slide bar to skip introduction and then select "**Play Film**".

No Display on the Screen

- 1 Simultaneously pressing the **Windows Logo Key** and the "**P**" Key on your laptop's keyboard will display the following window.
- 2 Select **Duplicate** to have the laptop image appear on both your laptop screen and on the LCD projector.

Or if the above does not work.

- 3 Close down or minimise all open windows so that the **Desktop** is in view.
- 4 Right hand mouse click on the desktop **but not** on any icon.
- 5 In the new **Window** that opens click on **Graphic Options**.
- 6 Move the mouse sideways a new window appears click on **Dual Display** or **Clone Display**.
- 7 In the next window click on **Monitor and Screen**
- 8 The projected screen should now be visible.
- 9 Re open your files.



To Use an iPad Connected to a Projector.

1 Connect Mira Screen Cable with the projector using the HDMI cable.

2 Turn on your projector and power up the MiraScreen Cable by connecting the Power port to an USB adapter (5V1A).



3 Set your TV's Source/Input selection to input port connected to Mira Screen Cable. Your Mira Screen Cable shall power on and display instructions on your TV screen. Switch to "Plug and Play mode" by pressing the button of MiraScreen Cable

4 Connect Mira Screen Cable with your iOS device (via lightning data cable)
After connecting Mira Screen Cable and your iOS device, please wait for a few seconds for initialization*, the screen of your iOS device will be shown on TV.

- If your iOS device popup a 'Trust This Computer' message, please select 'Trust'.

- * Note: Supports iOS10 and above

- * Some iOS devices may popup "This accessory may not be supported". Please feel at ease to use as this is a normal notification.