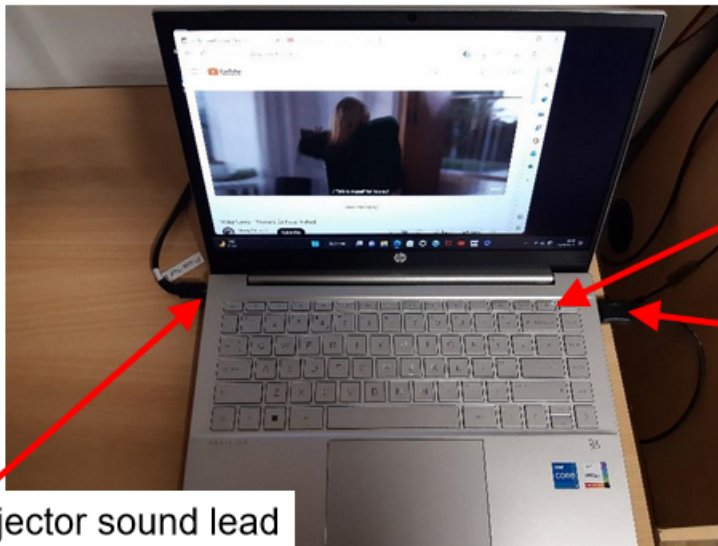

SAMESBURY

WAR MEMORIAL HALL

INSTRUCTIONS FOR USING LAPTOP
WITH SCREEN & PROJECTOR IN THE MAIN HALL

LAPTOP



Plug in laptop leads as shown:

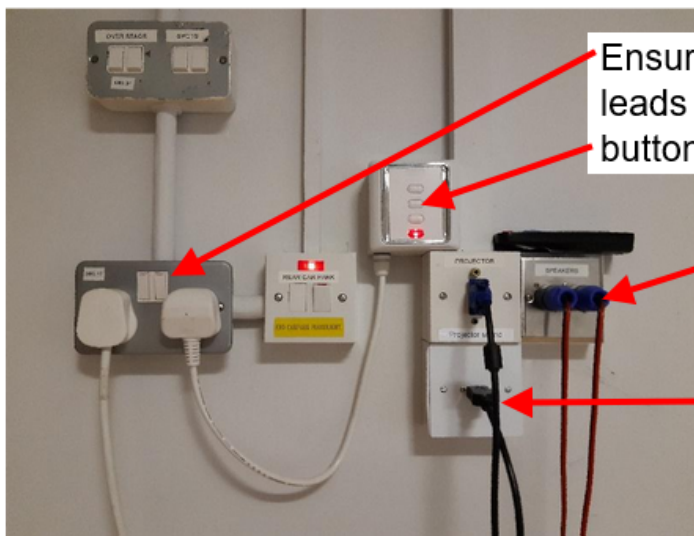
Laptop Power button

HDMI projector lead

Log In: 1923

Projector sound lead

AV SOCKETS



Ensure screen & Amplifier power leads are plugged in and on and use buttons to lower/raise screen

Ensure Speaker leads are plugged in

Ensure HDMI lead is plugged in

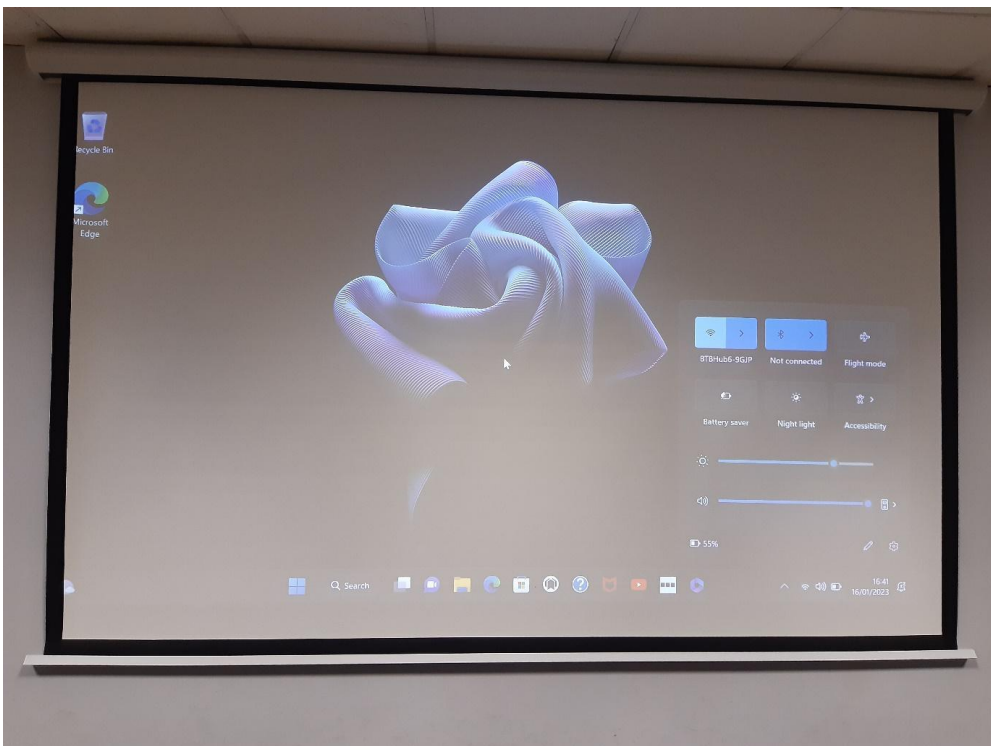
PROJECTOR REMOTE



Press the red 'POWER' button **ONCE** to turn projector on.

Press the red 'POWER' button **TWICE** to turn the projector off – the fan will run for a while as it cools down.

SCREEN



The laptop screen should now be replicated on the main screen as shown.

The laptop will run any office 365 programs (WORD; EXCEL; POWERPOINT etc), but you cannot edit or change any documents – if we wish to be able to do this then the hall will need to purchase an Office 365 subscription, or else someone can sign in with their own Microsoft account if they wish to do so.