AV Facilities CLASSROOMS

These Guidelines are primarily for first time users of our equipment.
The Television is not set up to receive regular television material. It is for internal display only.
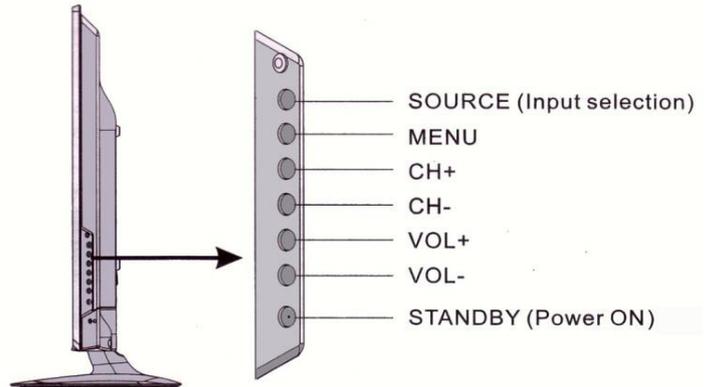
A control keyboard
 (Push Buttons) is at rear of RH SIDE
 of the screen, when viewed from the front..
 See diagram right.
 These buttons are not normally required
 for routine operations.
 It is recommended that only the
 Remote Control is employed for
 most operations.

SOURCE (Input selection)
MENU
CH+
CH-
VOL+
VOL-
STANDBY (Power ON)

This TV should support resolutions above 1024px X 768 px through both VGA and HDMI inputs depending on capabilities of PC, including its graphics card, system set up as well as the user's ability to adjust PC's settings for optimum performance.

Step 1. Power on is indicated by small red LED bottom RD corner of the screen.
To start check that power is available (Red LED bottom RH Corner.)

Step 2. Connect interface device (eg Laptop) with VGA lead or HDMI Lead.
DVD Player should already be connected.

Step3. Switch TV On.
turns LED to green.

**Play Pause Stop
(Not req. for presentations)**

**Step 8. On-Screen Menus.
(Not normally required for
Presentations,
unless Aspect
Ratio for wide screen <16 X 9>
doesn't fill the screen and
Image Zoom setting required)
Please reset back to normal when
finished.**

Volume Control

**Step 4. Switch on
    interface device.**
    (PC or DVD Player)

Step 5. Choose Input Source.

**Use selector arrow and
OK button .**
* Choose **PC if using VGA lead.**
* Choose **HDMI-2**
   for **PC** or other device
* Choose **HDMI-3** for Phillips
   DVD Player For DVD Disk
   or USB drive.
* Choose **HDMI-1** if using
   Samsung DVD Player
**Step 6. Operate PC or DVD
    Unit** or other device.

The TV remote control unit uses two AAA batteries. **If TV doesn't display as expected turn everything off and
go back to Step 1. If 16 X 9 images don't fill the screen, reset aspect ratio to Zoom1 or Zoom2 (Step 8)**

PTO

USB : A USB port is on the rear of the large TV. If displaying material from USB you need to use a Laptop as the interface . The USB ports on the DVD players are not suitable for displaying Course Presentation Material. They have a different function. Read the DVD manuals for information if required. To connect the USB to the Phillips DVD player without damaging contacts, incline the USB contacts end downwards about 10 degrees. The URL port on the Samsung DVD player is level.
Switch Player off before removing USB to avoid damaging contacts with flash.

Computer: U3A has a laptop available but it is on a <u>Windows 7 </u>platform. It has Microsoft Office 2010 with PowerPoint. Presentations prepared on later versions of PowerPoint or other Office programs may not run. Special arrangements should be made if the Laptop is required.

When displaying still images, do not leave them on the screen for extended periods. The Manufacturer warns that prolonged screening of a still image will result in creation of a permanent after-image; Result is irreversible screen damage.

When displaying video material from a computer, that has an audio component use only the grey HDMI lead. If it is necessary to use the black VGA lead, it does not carry audio and separate speakers will have to be plugged into the computer .

Still images must be displayed from a laptop directly using Microsoft Office Picture Manager, or Windows Live Photos Gallery (Windows 7) or compiled into a PowerPoint Presentation. Images, Maps, Diagrams and Text scanned from print media are not suitable for screening without modification. Font should be at least 32 Point.
* See also next page.
If advice required contact Geoff Spencer 44227659 <pantherabyte@gmail.com>.

DVD Players: These are permanently plugged into the television ports and should play automatically. **Please do not disconnect any leads from the TV.** On the TV Remote Control / Source Selector (Step 5. overleaf) choose HDMI-3 for the Philips or HDMI-1 for the Samsung then OK. The DVD players have their own remote controls . For Audio Volume control for DVD's etc , use the TV remote control.

U3A has a Data Projector: This unit operates separately to the TV display and uses a wall screen and interfaces with a Laptop using either HDMI or VGA. Remember VGA doesn't have an audio capability. It the data Projector is required special arrangements should be made before hand.

Application Menu: This is provided on the TV to enter the Basic Digital Media Player to screen material recorded using the TV and not applicable for our presentations.

It is recommended that new Presenters visit the U3A classrooms and familiarise themselves with the equipment well before the event.

If any difficulties or faults are experienced please advise any member of Committee immediately.

USB Controls

USB : If displaying material from a USB it is necessary to use a Laptop as the interface . Both DVD players have a USB port but these cannot be used as an interface for screening material from the USB. Contrary to statements in the television manual the USB port on our TV is effectively useless. It is possible to screen some videos from a USB but they are displayed small size in the middle of the screen. Page 7 of the TV Manual claims full screen viewing but this doesn't seem to be possible. Nor is it possible to access images or music files from a USB. In most modern televisions the USB port provides full access but with our equipment that doesn't seem to be the case.

If you have your files on a USB the Club Classroom Computer can be made available but it is on Windows 7, so there are some limitations. See below. If you are operating a Windows 10 laptop there are more options.

When preparing images, For optimum appearance image size should not be less than 1024 X 768 Pixels (Standard) or 1200 X 675 Pixels (Wide Screen) smaller sizes will not use the whole screen.

On Windows 7 images can be screened in sequence using, Microsoft Office Picture Manager or Windows Live Photo Gallery. Images are advanced in the normal way with the computer mouse. But they are best compiled into a PowerPoint Presentation.

Images, Maps, Diagrams and Text scanned from print media are not suitable for screening without modification. Font should be at least 32 Point. Your images they must be prefixed with an alphanumeric in their folder if they are to be displayed in sequence.

Using Microsoft Office Picture Manager, Prefixes should run as follows: "1_filename to 9_filename" then "a_filename" to "z_filename" for 35 images when using Microsoft Picture Manager. If more than 35 images, image 36 onwards should be prefixed alphabetically : "z1_filename" to "z9_filename" which gives an additional 9 . **Note this only applies to Microsoft Picture Manager on the laptop, Not PowerPoint .** **A better option is to use   Windows Live Photo Gallery. There your images only need to be prefixed numerically : "1_fileame" to "50+_filename"**
Windows 10 has more options. To screen sequentially, prefix images numerically for "Photos", "PhotoGallery" and "PhotoViewer" . Your only have to use alphanumeric prefixing if you open with Windows 10 Photos (Not recommended).

Right click on the first file in your list to show the viewing options list. See diagram overleaf. Since no audio is involved your computer can be connected to the TV via the VGA lead.

For Windows 7   machines, when displaying video material use a VCL Media Player (Free Download) rather than Windows Media Player. The files, which should be grouped in their own folder, can be automatically run in sequence when you select the file folder. This is why our files need to be prefixed. They will display numerically first and then alphabetically. Small formats may fill the screen but be badly pixellated or fuzzy. VLC Media players generally handle all common file formats :AVI, Webm, MTS(AVCHD), Mt2 files. MP4, wmv, mpg, mpeg, MP4 and mkv. Occasionally an MP4 file may not play because it was saved at an incompatible bitrate.

It you are using a <u>Windows 10</u> machine to screen your videos you have better options than for Windows 7 machines. Movies will open with the "Photos" option with controls at the bottom of the screen which disappear after a few seconds provided you are not holding the mouse. This is the superior option.

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"Photos" will open the following formats: MTS, AVI, wmv and M2t. "Photos" real strength lies in being able to screen both images and videos in a designated sequence which is almost a substitute for PowerPoint but without the refinements that PowerPoint offers.
If you are screening webm, mpg or mpeg you will need to use a VLC player.

To play files in sequential order with a VLC player, they have to be prefixed apha - numerically eg: "1_filename" to "9_filename" then "a_filename" to "z_filename". In the unlikely event that more than 35 files are required for the sequence the next series would be "Za_filename" to "Zz_filename". However it is probably better to split the file list over more than one folder, allowing you to start from "1_filename" again.

To begin the sequence open VLC player, go to Media tab and "Open Folder" not "Open" . A disadvantage with VLC is that video files in the sequence immediately start at the conclusion of the previous file without a break. It is annoying if you want to intersperse the videos with live commentary. It is not too much of a problem if you have the ability to fade out each video at its end and provide for a pause which give you time to stop the player and choose when to restart. This is not done in the player but with individual files beforehand with Windows Live Movie Maker or some other video editing program

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If advice required contact <u>Geoff Spencer 44227659 </u><pantherabyte@gmail.com>.
If any difficulties or faults are experienced please advise any member of Committee immediately.

Typical viewing options

The TV remote control unit uses two AAA batteries. **If TV doesn't display as expected turn everything off and go back to Step 1. If 16 X 9 images don't fill the screen, reset aspect ratio to Zoom1 or Zoom2 (Step 8 page1)**

Help

If you need help with your images the following may give you a starting point. Modern cameras generally still take pictures in landscape view and the proportions are equivalent to 3648 pixels X 2736 pixels i.e 4 X 3. If you wish to use your pictures direct in PowerPoint or just assemble them for presentation the minimum size recommended is 1024 X 768. Generally in a PowerPoint presentation there are also slides of text and these really should match your pictures in size and proportions. You can make text slides easily using word or type directly into PowerPoint. You can easily use word to make images for display to match your Photos.

Set up Word as follows:

1. Set the Word page in landscape view
2. Set Custom margins at 1.2 cm top and bottom and 2.5 cm left and right.
3. Type your words ; 11 lines at 36 Point or 12 lines at 32 point (Maximum). Less than 32 point is harder to read for the audience.
3a. A space line still counts so fewer words can be used. 56 words in Times Roman will fit at 36 point but far fewer words are better. Space your lines of text to fit the page and with a fairly even left / right margin
4. When the slide is typed, use the Windows Snipping Tool (Shown as a pair of Scissors-see overleaf) to carefully select a 4 X 3 rectangle around the text leaving a small margin and save as a picture (text slide). PNG, JPG or BMP are all OK.
5. The text slide can then be opened in Microsoft Paint or paint.net (a free program) and saved at 1024 pixels X 768 pixels.
Even if you do not need Photos you should still make Text images.

If making the images for use with PowerPoint be sure to set the PowerPoint format to Wide Screen. Set up word for wide screen PowerPoint as follows:

1. Set the Word page in landscape view
2. Set Custom margins at 3.17 cm top and bottom and 1.00 cm left and right.
3. Type your words ; 11 lines at 32 Point (maximum) 78 words in Times Roman will fit but that is far too many for the audience to read. 40 is much better. Don't use slides as a substitute for live commentary or read from the screen.
4. When the slide is typed, use the Windows Snipping Tool (Shown as a pair of scissors) to carefully select a rectangle around the text leaving a small margin and save as a picture.
5. The picture can then be opened in Microsoft Paint or paint.net (a free program) and saved at 1200 pixels X 675 pixels (or 16 X 9).
This is a good idea as your images will optimise the screen size.

For simple tutorial videos on PowerPoint, Presentations to an Audience and Making Simple Slides go to: http://pcusers.shoal.net.au/videos.html

Windows 7

Windows 10 doesn't show an equivalent Start Menu .
To access the Snipping Tool Go to:
1.Windows Icon (Screen Bottom left) /
2.Click on All Applications /
3.Click on Windows Accessories /
4.Click on Snipping Tool

Typical Start Menu on Windows 7 showing the snipping tool. If the snipping tool doesn't show in your Start Menu , Go to : Start / All Programs (Window Bottom left) / Accessories / Snipping Tool.

Presenters are respectfully reminded that U3A is a strictly secular, non-political organisation

Prepared by Geoff Spencer - January 2017 - ph: 44227659