Highgate Society projector

The Highgate Society has a large folding screen, data-projector and computer stand along with all cables. There is NO audio facility (microphones or loudspeakers). There is public Wi-Fi ('Highgate Society' - no login required).

The projector is in a cupboard under the kettle to the right of the sink along with cables. These include two long extension cables, a cable connector the projector to your computer and a power supply cable. Make sure you plug the connector cable into the appropriate socket using the instruction on the back of the projector. The key to the cupboard is kept inside the wine-glasses cupboard the key for which hangs on the key rack.

The screen is behind the door leading to the toilets and is chained to a hook for safety. You don't need a key to access it. The computer and projector stand is kept under the clock by the toilet door. Note that the bolts on the fire escape in the toilet area should be pulled back when there is an event and bolted again before you leave.

Care should be taken when erecting the screen not to force legs or struts so as to avoid damage. The central column extends vertically when released and re-locked with a lever, and the screen hooks onto it once it has been rotated to be horizontal and lowered appropriately. Usually the screen is set up on the shorter of the four walls, ie the one opposite the entrance. There are fifty chairs and you can fit all 50 into the room when projecting onto the screen.

If you position the projector stand in such a way as people may walk round it, please be sure to tape any trailing cables to the floor to avoid a trip hazard. You may need to bring gaffer tape for this purpose.

When you have finished using the projector please give it about 5-10 minutes to cool down before moving it after powering off. Projector bulbs can fail if moved when they are still hot, and they are very expensive to replace. Please wrap cables carefully when you put them away so they do not tangle.

Technical
The projector is 800X600 resolution and has standard VGA connectors. 800X600 is a 3X4 aspect ratio so if you have 16X9 (widescreen video) material it will be 'letterboxed'.

Contacts
chair@highgatesociety.com   it@highgatesociety.com