

## Do you use our IT equipment?

Many groups use our IT equipment to present information during meetings. The laptops and projectors provided for this purpose are usually essential components in this activity. Here is some general advice.

### Projectors

During use the projector lamps get very hot and should be allowed to cool down after the projector is powered down and moved. Not doing so can reduce the life of the lamp and since replacement lamps cost well in excess of £100 so looking after them is worthwhile.

Using the power switch on the projector to turn off the system will switch off the lamp and automatically run the internal cooling fan until the lamp is at a safe temperature. It will then switch the power off – you will hear that the fan has stopped. Needless to say this built-in cooling routine requires **leaving the mains power cord plugged in and switched on at the mains socket.**

Once cooling is complete the projector can be safely disconnected from the mains and put away.

How long does the cooling take to complete? It can be up to 10 minutes so some patience is required.

### Laptops

Our laptops use the Windows 11 operating system. This will automatically supply updates that maintain the operating system and the antivirus and malware protection system. When shutting the laptop down to put it away if an update is waiting to be applied there will be two shutdown options shown. One will be simply to shutdown without applying updates and the other will apply the queued updates before shutting down. Unfortunately, applying updates can take quite a long time and so often users lose patience and simply shut the lid and put the laptop away. This does not harm the laptop but does interrupt the process which then automatically starts up again when the next user powers it up, which means they have the long wait for it to complete. This can be annoying if they are trying to start a meeting.

As a courtesy to the next user if you don't want to wait for the update to complete when shutting down then remembering to select the simple shutdown (with no update) would be good.

The laptop should be powered down (shutdown) before being put away. Closing the lid normally puts it into sleep mode. It will wake again when the next user comes along and this can be a bit disconcerting.

There is no need to worry about the updates as the machines are regularly monitored for these as well as for other installed software. On the topic of software, if there is something not currently on the laptops that would enhance them for your purposes let us know and we will consider installing it. As an example we have had a request for software to display photographs in a format that Windows 11 does not normally handle. This has been installed at zero cost.

## **Keeping accessories together**

The sharp eyed will have noticed that there is a colour coded tape attached to equipment and this is to let you know which pieces belong together. A projector typically has a power lead that should be kept with it. A laptop has a power block, a DVD drive and possibly a mouse that are all colour coded to keep them together. It would be great if the bags these items live in had a complete set of accessories for the next user. When packing away it is worth keeping this in mind.

## **Did you know**

We have a visualiser for showing pages from books or allowing people to see something happening on the table. This can be used with a projector and might be a useful tool during presentations.

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