COMPUTER PRESENTATION FACILITIES WITHIN CMEC

DINWOODIE, BIART & MICKERSON HALL

Computer Specifications

Dinwoodie	Biart	Mickerson Hall
Windows 2000 Professional	Windows 2000 Professional	Windows XP
Powerpoint 2002/XP	PowerPoint 2002/XP	PowerPoint XP
CD ROM Drive	CD ROM Drive	CD ROM Drive
256 MB RAM	128 MB RAM	256 MB RAM

The computers are housed in a fixed computerised lectern with a ceiling mounted Data Presenter.

All rooms have Laptops connections.

 (See Notes for Laptops overleaf)

Seating Capacity

Dinwoodie	65
Biart	30
Mickerson Hall	250

FOR SEMINAR OR OTHER ROOMS AT CMEC CENTRE

PORTABLE DATA PRESENTERS ON TROLLEYS

These can be used in any of our Seminar Rooms or other locations within CMEC, using our Laptops or connected to yours.

LAPTOPS AVAILABLE WITH PORTABLE DATAPRESENTERS

Computer Specifications

Dell Inspiron 8000	Atlas Flyer 3400 x 2	Novatech
Windows ME	Windows ME	Windows XP
Powerpoint 2000	Powerpoint 2002/XP	PowerPoint XP
CD ROM Drive	DVD ROM Drive	DVD ROM Drive
128 MB RAM	256 MB RAM	256 MB RAM

WE STRONGLY ADVISE THAT YOU PRACTICE WITH THE SYSTEMS IF YOU ARE UNFAMILIAR WITH THEM. ROOMS AND EQUIPMENT CAN BE BOOKED AT RECEPTION.

LAPTOP CONECTIONS

NOTE 1

Some new laptops screens are now able to work at resolutions above the standard 800x600 or 1078x768 that are used my most Data Presenters (LCD Projectors). This and other technicalities may make using your laptop with our equipment difficult.
To overcome most of these problems it will be necessary to switch off your laptop screen and work from the projected image from the Data Presenter. This is what is known as the active display.

Therefore it is important for you to know how to change the active display.

There are 3 active displays options :-

1   Presentation on Laptop screen only.

2   Presentation displayed from Datapresenter only.

3   Presentation on Laptop and from Datapresenter..

It is important that you know how to change between each of these, especially if your computer is set to option 1. Please consult your laptop handbook.

The usual control keys are:

Fn Key + F4, Fn Key + F5 or Fn Key + F8

Note Data Projectors come with a warning that they may not work with some Laptops or Notebooks. I would therefore advise all laptop users to bring a backup copy of their program on disc, acetate or in printed form.

NOTE 2 Datapresenter connections.

All Datapresenters in the CMEC centre work to a Resolution of 1032 x 768. If you Laptop or Notebook work to a higher Resolution, they may not work.

To see the Resolution settings you need to go to the Control Panel and Settings.
Select the 1032 x 768 setting and apply. Follow instructions.

If this dose not work, set Laptop to Screen only mode or set the Resolution to 800 x 600.

NOTE 3 Sending Powerpoint Presentations by E-mail

You can E-mail your Powerpoint Presentation to the Internet address below. Please include details of your meeting ie date, time etc. I would still recommend that you bring a copy on disc.

For further information, contact Conference Technician (Mick Ever) at St Richard's Hospital on :-
- Mobile 0771 373 9275
- 01243 788122 Ext 2743 with answerphone
- Internal e-mail as Ever Mick
- Internet as mick.ever@rws-tr.nhs.co.uk
- Bousfield Room (Opposite Forbes Seminar Room at the CMEC Centre)