

## Where to find u3a Equipment in the Maltings

### What do we have?

We have a stock of audio/visual equipment in the Maltings which belongs to u3a.

### I need help setting things up!

- The projectors come with full instructions – look in the bottom of the box.
- It is expected that group members will set up the projection system themselves. However, the volunteers in the u3a technical team are always willing to help if you need support with the equipment. You can message us on [tech@farnhamu3a.org.uk](mailto:tech@farnhamu3a.org.uk). We can come along and help you learn how to set things up.
- There is also an Audio-Visual Equipment Set-Up Guide which you can find on the website, under Groups – Using the Maltings.
- Please don't ask the Maltings staff for technical help.

### Where will I find things?

We have four boxes of projection equipment, each including a projector, laptop and all connectors. These boxes are kept in the various store cupboards that we have access to in the Maltings, along with full instructions, mats and mains extension leads. The cupboards are:

- In the corridor next to the Long Kiln Gallery (1 box of audio / visual equipment)
- Outside the Cellar Bar (1 box)
- Outside the South West Kiln (2 boxes)

The keys to all the cupboards are held at the Maltings reception desk on wooden spoons. There are two full sets of keys, which are identical.

### Some key principles

Please:

- Read the instructions about how to use the projector
- Remember to use safety mats to cover cables trailing on the ground, in order to avoid trip hazards.
- Make sure that the equipment is put back as you found it and make sure you don't accidentally take anything home, particularly cables and leads!
- Let the u3a technical team know if there is any problem with the equipment - [tech@farnhamu3a.org.uk](mailto:tech@farnhamu3a.org.uk)
- Return the keys as soon as possible and before the start of your class so that other groups can use them.
- Make sure the cupboards are properly locked when not attended, including securing top and bottom bolts of the tall cupboards, otherwise our insurance won't cover lost items.

Microphones can be used for large groups in those rooms with a built-in sound system – i.e. the Barley Room, Cellar Bar, and the Long Kiln Gallery.

### Flipcharts & Whiteboards

Many rooms are equipped with whiteboards, and the Maltings have two whiteboard/flipchart easels and we have one. Please only use specific whiteboard pens on both flipcharts and whiteboards, to avoid disaster if you pick up the wrong one! There is a box of whiteboard pens available in the main

u3a cupboard – the first on the left as you come out of the Barley Room door, opposite the main entrance, and go down the corridor past the Maltings offices. Don't forget to return them!

If you do want to use a flipchart, you should provide your own paper.

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