AV Equipment Instructions

Switching On:
Press the “On” button on the control panel on the lectern (look for the blue lights). If the control panel is not light up, switch on the power in the floor box at the front of the Lectern.
The projector will now switch on and warm up, and the projector screen will lower. Allow about 30 seconds for the projector to warm up.

Using the Main PC:
Press the “MAIN PC” button on the control panel. 
Ensure the PC is switched on, you may have to move the mouse to “wake” the PC up. 
Login with your University username and password.

Using a Laptop:
If you are using a Windows based laptop:
Once the projector is up and running, connect your laptop using the VGA/Computer cable (labelled “Laptop”), and the Audio cable (if required). Press the “Laptop” button on the control panel. 
Now, switch your laptop on. 
Your laptop will now (hopefully) automatically recognise that the projector is connected, and should show your laptop display. 
If it doesn’t, try pressing the appropriate key combination on your laptop (ie Fn+F5), to mirror/extend the output of your laptop to the projector.
If you are using a MAC based laptop:
With the projector switched on, switch your laptop on BEFORE you connect the VGA/Computer cable (and audio cable, if required). 
Your MAC should automatically recognise the projector (secondary display). If it doesn’t, go to Preferences, Displays and click on “Detect”. 
NB: MAC users - ensure you have your video/VGA adaptor (if required).

Using the DVD/VCR:
Switch on the DVD/VCR player. Select DVD or VCR on the control panel on the front of the DVD/VCR player. 
Insert your Tape/DVD. 
Use the diamond formation of buttons to control the VCR/DVD transport.

Using the Menu button with the DVD menu.
Press the “Menu” button on the control panel. 
The controls in the diamond formation while now act as Up, Down, Left, Right, and enter. 
Press the “Menu” button again, to revert to using the diamond formation of buttons as the DVD/VCRs transport control.

Adjusting the Volume:
The volume controls are on the control panel, “Volume ▲” & “Volume ▼”. 
Pressing the “Audio Mute” button will mute the Audio. Press it again, to un-mute the audio. 
If using the PC or laptop, please remember that there are volume controls on that too.

Switching Off:
Press the “OFF” button on the control panel. 
Remove any Video Tapes/DVDs. 
The “OFF” button, on the control panel, will now flash for approximately 2 minutes, while the projector cools down. 
The “ON” button will not work until the “OFF” button has stopped flashing.

Room Lights:
The room lights can be controlled from a separate control panel on the lectern.