New Arts Building – Seminar Rooms’ A/V Equipment

Step 1: To turn the system on
When you first come into the Seminar Room, look for the panel on the desk. Turn the system on by pressing the ON button on the panel, which will flash while the projector warms up. (No other buttons will work while it is flashing).

Step 2: Select your A/V source:
- PC computer
- Laptop (using VGA cable)
- Laptop (using HDMI cable)
- Doc Cam/Visualizer
- Blu-Ray Player (use remote)
- VCR player (use remote)

For system support call IT service desk on ext.3333 for AV Support call Media Services on ext.3674
Step 3: Adjust the Audio Volume to suit
Turn the back knob clockwise to increase audio volume, and anti-clockwise to reduce volume. Use the AV Mute button to mute both audio and video. The Green LEDs on the panel indicate audio volume levels. The audio follows the source you are currently using. Remember that a PC or laptop have separate volume controls, and a media player such as VLC or Windows Media Player also have audio controls and mute buttons.

Step 4: Using the Interactive White Board
All Seminar Rooms (1 to 9) now have interactive whiteboard software installed. Use 1 or 2 pens to operate the board. You can activate interactivity by tapping the pen on the tab at either side of the projection screen image. The interactive menu comes available and the pens can be used to write on the whiteboard and activate other functions of the system. Training on the use of the Interactive System can be obtained via CAPOD.

When you are finished, remember to turn the system off:
Be sure to log off the PC when you are finished. Please do not shut the PC down, as it will cause delays for the next room user. Simply log off the computer, and take any USB stick out. Also ensure you turn off any media players (e.g. Blu-Ray or video player) and if you have used the document cam please switch this off too. After this press the “Off” button on the Control Panel.

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