Instructions for using the AV system

Switching the projector on:
Press the “ON” button on the control panel. The “ON” button will now flash for approximately 20 seconds while the projector switches on. N.B. The projector will Time Out (switch off) after 30 minutes if no signal is sent to it.

Using the Classroom PC:
Ensure the PC is switched on.
Press the “PC” button on the control panel – This must be done even if the “PC” button is lit.
You may have to move the mouse to wake it up.
Login with your University username and password.
You can view the PC on the desk monitor when the projector is switched off by following the above instructions.

Using a Laptop:
Press the “LAPTOP” button on the control panel.
Connect the laptop using the black VGA laptop cable, and the audio cable (if required) which you will find on the desk.
Windows laptop – If your laptop doesn’t recognise that the projector is connected, try pressing the appropriate key combination on the laptop (i.e. Fn and one of the F buttons along the top (perhaps F5 or F6)). This should mirror/extend the output of the laptop to the projector.
MAC laptop – Ensure you have the VGA/Video adaptor which connects the laptop to the black VGA laptop cable on the desk.
Using the DVD or Video player:
Ensure the DVD or VCR is switched on.
Press the “DVD/VCR” button on the control panel.
Pressing the “DVD/VCR” button switches the image on the screen between the DVD player and the Video player.
The remote control handsets for the DVD and Video players are attached to the side of the desk, next to the window.

Using the Visualiser (DocCam):
Switch the Visualiser on with the power button on the left at the back of the base. The light will turn green.
Press the “DOC CAM” button on the control panel.
The controls (zoom, focus, freeze) are located at the top of the Visualiser. Please remember to switch off the visualiser when you have finished using it.

Adjusting the volume:
The volume of any presentation source can be controlled with the volume dial on the control panel.
There is a desk microphone for voice reinforcement (if required). Press the grey button at the bottom of the microphone to switch on. If the Induction Loop hearing system is required, the microphone must be switched on.

Switching Off:
Press the “OFF” button on the control panel. The “OFF” button will flash for approximately 1 minute. During this cool down period the system can't be switched on again.