AV Equipment Instructions

Switching On:
Press the "On" button on the control panel on the wall (look for the blue lights). The projector will now switch on. Allow about 30 seconds for the lamp to warm up. Until the "ON" and "PC1" buttons stop flashing, pressing any other button will not do anything.

Using a Laptop:
**Do NOT switch on your Laptop before you read this.**
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).
Now, switch your laptop on.
Your laptop will now (hopefully) automatically recognise that the projector is connected, and should show your laptop display straight away.
If it doesn’t, try pressing the appropriate key combination on your laptop (i.e. Fn+F5), to mirror/extend the output of your laptop to the projector.
If you are using a MAC based laptop:
Switch the projector on with the ON button on the control panel.
Switch your laptop on and wait for it to fully logon/settle down.
NOW connect the VGA/Computer cable (and audio cable, if required) to your laptop.
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).
Your laptop MAY automatically adjust it's resolution for the projector.

Using the PC:
Ensure the PC is switched on. You may have to move the mouse to “wake” the PC up.
Press the "PC1" button on the control panel on the wall.
You cannot view the PC if a laptop is connected.

Using a DVD/VCR:
There are connections on the wall for a DVD/VCR player.
If you wish to use one, please contact Angela or Caroline.
Press the "VIDEO" button on the control panel on the wall.

Adjusting the Volume:
The volume controls are on the control panel, “Volume ▲” & “Volume ▼”.
If you are using a laptop or the PC, please remember that there are volume controls on those devices too.

Switching Off:
Remove your DVD/Tape. Switch off the DVD/VCR.
Ensure you have logged off the PC.
Press the "OFF" button on the control panel on the wall.
The “OFF” button will now flash for about 2-3 minutes while the projector cools down.
Until the “OFF” button stop flashing, pressing any other button will not do anything.