Instructions for using Audio/Visual Equipment in Divinity Lecture Room 3

Starting the system: On the desk, you’ll find the control panel. Press the On button on the panel, to start the system. The system will start up, and the projector lamp will turn on. Give it a few minutes to warm up fully. The image will show on the projection screen. It will stop flashing when ready.

Then choose your Source for projection:

PC computer: The system usually starts with the PC currently active. Wake the PC up by pressing a key on the keyboard, or by moving the mouse. USB sockets are available on the front of the computer, inside the cabinet.

Laptop Connection: if you wish to use a laptop, you can connect it by VGA/audio cables, or by an HDMI cable that are provided. Select the type of connection you wish to use on the control panel by pressing either the Laptop HDMI or Laptop VGA button.

The button for your laptop connection will be highlighted in green on the touch panel.
**Document Camera/Visualizer:** To use the doc cam, press the Doc Cam button. Controls for the doc cam are on the camera itself. Use these to adjust Zoom, Focus and to Freeze the image.

**BluRay DVD Player:** A BluRay DVD player tray is included on the PC mounted on the inside of the desk. Use it to play both DVDs and BluRay discs.

To control the **audio volume** from your selected current source, turn the black knob clockwise to increase volume and anti-clockwise to lower the volume. Green LED lights show the volume level.

**Microphones** are provided:

a) Podium mic – turns on/off with the **MIC** button.
b) A mic for the loop amplifier, for anyone hard-of-hearing is in the small white box on the desk.

*The projection board is INTERACTIVE:* When you tap the board with your finger, the controls appear at the side of the projected image. Using your finger(s) as a pen, you can draw on the board, or pull in images, copy and paste and do many other interactive functions as outlined in the menu.

When you are finished, remember to log off the PC, then shut down the system by pressing the **OFF** button. The system will shut down within a few minutes. If there are any problems, please call Media Services at #3674 using the phone provided.