AV Equipment Instructions

Switching On:
Press the “On” button on the Touch Screen on the wall. The projector will now turn on and the screen will come down. The projector will take around 30 seconds to warm up.

Once the projector has powered up, select the input (PC, Laptop, DVD) from the Touch Screen.

Using a Laptop:
If you are using a Windows based laptop:
Connect your laptop using the VGA/Computer cable, and the Audio cable (if required). Your laptop should automatically recognise that the projector is connected, and will show your laptop display.
If it doesn’t, try pressing the appropriate key combination on your laptop (ie F5 and one of the F buttons along the top, sometimes F5 or F6), to mirror the output of your laptop to the projector.
If you are using a MAC based laptop:
Switch your laptop on and wait for it to fully logon, then connect the laptop with the VGA cable. You need to have the small VGA adaptor cable for your Mac.
Your Mac should automatically recognise the projector (secondary display).
If it doesn’t, go to Preferences – Displays, where you can adjust the settings.

Using the PC:
Ensure the PC is switched on. You may have to move the mouse to “wake” the PC up.
Press the “PC” button on the Touch Screen.
Login with your University username and password.

Using the DVD/VCR:
Switch on the DVD player. Insert your DVD and use the buttons on the control panel to operate

Switching Off:
When you are finished, press the “DISPLAY OFF” button on the right of the control panel then press “POWER DOWN” on the Touch Screen.