**AV Equipment Instructions**

**Switching On:**
Press the “Proj Power On” button on the control panel on the wall (look for the blue light). The projector will now switch on. **NB. Allow about 30 seconds for the projector to warm up.**
Check the wall sockets behind/by the cabinet have been switched on, and the mains lead from the cabinet is plugged in.

**Using a Laptop:**
Press the “Laptop/OHP” button on the control panel on the wall.
Switch the Visualiser on. **Ensure the “EXT.1” light is illuminated.** The button to change this is on the lower right hand corner of the Visualiser’s control panel.
Connect the laptop using the VGA/Computer cable (labelled “Laptop”) connected to the Visualiser, and the AUDIO cable (if required).
If necessary, press the appropriate key combination on your laptop (ie Fn+F5) to mirror/extend the output of your laptop to the projector. **NB: Using a MAC/PC Laptop: The best setting for your desktop seems to be 1280x768 @ 60Hz (or a lower resolution) – MAC Users, ensure you have your adaptor (if required).**

**Using the PC:**
Press the “House PC” button on the control panel on the wall.
Ensure the PC is switched on. **You may have to move the mouse to “wake” the PC up.**
Login with your University username and password
Insert your USB stick if appropriate.
The PC has a “Timeout” facility if it is not used for about 5-10 minutes. You will get a warning message. If it logs you out, any files saved on the desktop will be deleted.
If a PowerPoint Presentation is started (the first “slide” is shown), it will **NOT** “Timeout”.

**Using the DVD/VCR:**
Press the “VIDEO” button on the control panel on the wall.
Switch on the DVD/VCR player.
Select “DVD” or “VCR” on the DVD/VCR player
Insert your DVD/Tape. Press the “Play” button on the DVD/VCR player, or use the Remote Control (in the cabinet, on/by the DVD/VCR).

**Adjusting the Volume:**
The volume controls are on the control panel on the wall, Volume Up & Volume Down
If you are using a laptop or the PC, please remember that there are **TWO** volume level controls on those devices.

**Switching Off:**
Remove your DVD/Tape. Switch off the DVD/VCR.
Remove your USB stick from the PC via the “Safely Remove Hardware” icon on the menu bar. This will probably give an error message, ignore it.
Please turn the Visualiser OFF.
Ensure you have logged off the PC.
The projector will switch itself off, after about 5-10 minutes.