AV Equipment Instructions

Switching On:
Press the “Projector On/Off” button on the control panel on the wall (look for the blue lights). The projector will now switch on. The “Projector On/Off” & “House PC” buttons will both flash for about 30 seconds while the projector switches on, and the lamp warms up.

Using a Laptop:
Press the “Laptop/OHP” button on the control panel on the wall.
Find the black VGA/Computer cable (labelled “Laptop”) and the AUDIO cable (if required) which is plugged into a wall socket next to the cabinet. Connect this cable to the laptop and switch your laptop on.
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 Laptop: Ensure you have your MAC to VGA adaptor.

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.

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 front of 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 right hand side of 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 that can be adjusted. Ensure the audio cable is plugged into the correct output of the laptop.

Switching Off:
Press the “Projector On/Off” button on the control panel on the wall.
The “Projector On/Off” button will now flash for 2 minutes. You will NOT be able to press any other button while this flashes.
If you are using the PC, please make sure you have logged off.