INSTRUCTIONS FOR USING THE AV SYSTEM

Switching the system on:
You should see the Welcome screen on the Touchscreen Monitor. If the display on the Monitor is blank, press the screen to wake it up. Press the white area in the centre of the Welcome Screen.

Data Projector selection:
You should now see the Data Projector selection screen. This screen allows you to select either single or dual projection.

Single or Dual Data Projection:
Press either the “Single Video Data Projector” or “Dual Video Data Projector” icon on the Touchscreen Monitor. The Data Projectors will switch on, and the monitor will change to either the Single or Dual Input screen.

Selecting the Presentation Equipment:
From the Input Screen you can choose which presentation source you would like the audience to see by selecting the appropriate icon along the top row in Single Projection mode, or on the top and bottom rows in dual projection. N.B. If you are in Dual Projection mode and wish to show an input with sound, you must select that input from the top row of icons. The bottom row does not have an audio output.

The Theatre lighting and audio levels can also be controlled from the Monitor.
**Using the PC:**

Select the “PC” icon on the Touchscreen. Ensure the PC is switched on. You may have to move the mouse to wake it up. Login with your University Username and Password.

**Using a laptop:**
Select the “Laptop” icon on the Touchscreen. Connect the laptop using the VGA laptop cable, and the audio cable (if required).

**Using the Visualiser:**
Select the “Visualiser” icon on the Touchscreen. The Visualiser can be controlled by using the icons on the Touchscreen.

**Using the DVD or VCR:**
Select the “DVD” or “Video” icon on the Touchscreen. The DVD and VCR can be controlled by the icons on the Touchscreen.

**Adjusting the Audio:**
The volume of the PC, Laptop, DVD and VCR (from the top row of icons only) can be controlled by the “Source Volume” buttons on the left of the Touchscreen. The tie-clip microphone level can also be adjusted.

**Switching the system off:**
After you have finished, please shut down the system by selecting “End Lecture” on the Touchscreen. You can then confirm shut down by pressing “Yes”, or go back to the previous screen by pressing “No”. The system takes around 2 minutes to shut down. During the shut down period no buttons can be pressed.

IF THE TOUCHSCREEN LOOKS LIKE IT IS ON, BUT THERE IS NO IMAGE ON THE PROJECTOR SCREEN, PRESS “End Lecture” THEN “Yes” TO RESET THE SYSTEM.