How to use the Audio/Visual Equipment

Step 1: Turning the System on:

1. When you first come in, look for the control panel on the right wall
2. To turn the system ON press the ON button as seen in this image.
3. Wait for the monitor to come on.

Step 2: Select the source you want:

For PC, select the PC button on the panel. For a laptop connection, plug the laptop into the VGA or HDMI cable on the table.

To use the BluRay Player, press the BluRay button on the panel. Use the BluRay remote to operate the system. The BluRay menu will show on the TV screen. Follow the directions using the remote control to navigate.
Using the video Conference System

To make use of the high definition videoconference system, press the Video Conf button on the panel and wait a few minutes for it to activate. You should see this screen with the ‘picture on picture’. You can then either use the remote control to dial out, or await the video call coming in if it has been booked through the V-Scene (JANET) system.

To share a computer or laptop image such as a presentation, push the Video Conf button to switch between PC, laptop then Conference (ie: push the Video Conf button to share a presentation, then push it again to come back to the conference picture.

Please close the system down when you are finished, by pressing the OFF button on the panel on the wall. If you encounter any problems, please call Media Services at 01334 46(3674). We can be there in a few minutes to provide assistance.

Thank you!