How To Use The AV Equipment

Step 1: Turning the system on

1: When you first come into the Seminar Room turn the system on by pressing the ON button
2: The control panel is on the right side of the wedge.

Step 2: Selecting your Audio/Video source

PC: Select PC option
Laptop VGA: Select laptop VGA

For system support call IT service desk on ext.3333 for AV Support call Media Services on ext.3674
Laptop HDMI: Select Laptop HDMI

Doc Cam/Visualizer: Select Doc Cam

BluRay: Select Blu Ray (use the remote control to operate the BluRay player)

**Step 3 – Adjusting the Volume**

Volume from any source is adjusted by turning the knob clockwise or anticlockwise to raise or lower the volume.

**Step 4: Turning system off**

Firstly ensure that you log off the computer. Make sure to turn off the Bluray and if you have used the Document Cam/Visualizer please switch this off too. After doing those things, press the “Off” button on the system control Panel.

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