Instructions for using the Projector/Audio System

**Switching the Projector On:**
Press the “On” button on the control panel on the wall (look for the blue light). The “On” and “PC” buttons will now flash for approximately 30 seconds while the projector switches on and the lamp warms up.

If the “On” & “Laptop” buttons are already illuminated, and the projector is not on, the projector has “Timed Out”. The Projector will “Time Out” after about 15 minutes, if no signal is sent to it. Press the “On” button again to switch the projector on. The “On” and “PC” buttons will both now flash.

**Using the Amplifier (with, OR without, the projector):**
Switch the amplifier on with the On/Off switch, in the middle of the top row, of the six single gang wall plates.
NB The projector does NOT have to be switched on, to use the amplifier.
The volume control buttons will work without the projector being switched on.
This feature enables the amplifier to be used with an iPod, MP3 player or similar.

**Using a Laptop:**
Press the “Laptop” button on the control panel on the wall.
Connect the laptop using the white VGA/Computer cable, and the audio cable (if required), attached to the input plate on the wall.
If you use a Windows based laptop, DO NOT switch it on until after the projector is switched on, AND the VGA/PC cable is connected.
If necessary, press the appropriate key combination on your laptop (ie Fn+F5) to mirror/extend the output of your laptop to the projector.
If you use a MAC based laptop, switch the laptop and projector on, BEFORE you connect the VGA/PC cable to the laptop.
NB. If using a MAC laptop, ensure you have your VGA/Video adaptor (if required).

**Using a DVD, VCR, or other Video input source:**
You will need to ask Media Services for a DVD or VCR, or supply your own.
Switch the equipment on. Make sure you have the correct cables to connect it to the wall plate.
Press the Video button on the wall control panel.

**Using the “Auto Adjust” button:**
If the image from your laptop is not displayed correctly/fully, press the “auto adjust” button.
NB This only works for the laptop image, not the video image.

**Using the “Blank” Button:**
Press the button to temporarily blank the projector image. The button will flash.
Press it again, to display the original source image. The button will cease flashing, and go off.

**Adjusting the Volume:**
The volume controls are on the control panel on the wall, Volume ▲ & Volume▼.
Press and HOLD the appropriate button until the desired volume is achieved.
NB: Volume▼ changes the volume faster than Volume▲
If you are using a laptop, please remember that there are volume controls on that too.

**Switching Off:**
Press the “Off” button on the control panel on the wall. The projector will now switch off.
The “Off” button only, will now flash for approximately 3 minutes while the projector cools down.
REMEMBER to switch the amplifier OFF when you have finished (if it has been switched on).

**“Time Out”**
If none of the buttons on the wall control panel are pressed for 8 hours, most of the lights start to flash (on the wall control panel) and the projector “input” is changed to S-Video.
To carry on using the projector, just press the button for the input you were/are using.
You have ten minutes to press any button to keep the projector switched on.
If no buttons are pressed in those 10 minutes, the projector will be switched off.
NB. The “Time Out” timer will reset back to zero, when any button on the control panel, is pressed.