Instructions for using Audio/Visual Equipment in Psychology Seminar Room One

Starting the system:

On the desk, you’ll find the control panel. Touch the Power On symbol on the screen, to start the system.

The system will start up, and the projector lamp will turn on. Give it a few minutes to warm up fully. The image will show on the projection screen.

PC computer: The system usually starts with the PC currently active. Wake the PC up by pressing a key on the keyboard, or by moving the mouse. A USB socket it provided on the desk as well as 4 more USB sockets on the front of the computer.

Laptop Connection: if you wish to use a laptop, you can connect it by VGA/audio cables, or by an HDMI cable that are provided. Select the type of connection you wish to use on the control panel touch screen.
Your laptop connection will be highlighted in green on the touch panel.

**Document Camera/Visualizer:** To use the doc cam, press the Doc Cam button. The touch screen will show the doc cam controls.

**BluRay DVD Player:** A BluRay DVD player tray is included on the PC mounted on the inside of the desk. Use it to play both DVDs and BluRay discs.

To control the **audio volume** from your selected current source, turn the white knob clockwise to increase volume and anti-clockwise to lower the volume. A volume level indicator is present on the left side of the touch screen.

**Microphones** are provided:

a) Podium mic – turns on/off with the red button.
b) Lapel mic - Flip open the hatch to reveal on/off.
c) Handheld mic – Press and hold red button on its base to switch on and the same to switch off.

When you are finished, remember to log off the PC, then shut down the system by pressing **Display off**. The system will shut down within a few minutes. If there are any problems, please call Media Services at #3674 using the phone provided.