When you first approach the control panel, a sensor wakes it up and lights up the welcome screen. To start the system, tap the welcome screen. Now select whether you want SINGLE projection or DUAL projection or 'Audio Only'.

Wait while the system starts up and the projector(s) turn on.

**Single Projection** opens with the computer selected as default. The current A/V source is highlighted in green. The image will also appear on the projection screen.

To select a different A/V source, tap the source you want on the touch screen. There are cables for laptops with VGA (and audio) or HDMI connections. There is a white connection plate on the desk where these of cables are already plugged in.

Use the **PC USB ports** at the front of the computer, which is inside the cupboard.

You can also select the **Visualizer/Document Camera**. The Visualizer controls show on the touch screen. Controls for it are also on the camera head of the visualizer.

**Dual Projection**: If you select Dual Projection on the start screen, you will get a side by side image on the projection screen. The controls for 'Left Side' and 'Right Side' show at the top of the Touch Screen. The controls are active for the side that is highlighted in green.
You can then select which image goes on the Left Side of the screen, on the Source selection at the bottom of the Touch Screen. Then tap ‘Right Side’ and make your Source selection again from the bottom row. *(Note: Audio follows the last source selected).*

**Audio Controls:**

The Source audio volume is controlled by the volume control on the left of the main touch panel screen. Tap the *up arrow* to increase volume, and the *down arrow* to reduce volume. Tap the *Mute* button to mute the system.

*Microphones:* There is a Lectern Mic and a Lapel Mic provided. The lectern mic has a switch which turns red when the mic is live. Press it again to turn it off. Turn the lapel mic on by lowering the flap and pressing the left hand button to turn it on. Repeat to turn it off. 2 AA batteries are required.

**Audio Only:**

The system can be used for Audio Only. On the start menu, press *Audio Only*, or if the system is already on, press *Room Mode*, which will take you to the *Room Mode* menu.

**Changing Room Layout:**

To change the room layout, press the ‘*Room Layout*’ button, which will take you to the start-up selection screen, where you can change the system to ‘*Single Projection*’ or ‘*Dual projection*’ or ‘*Audio Only*’. Select the one you need, then proceed as above.

**DVD and BluRay** discs can be played using the BluRay/DVD tray in the computer. Use VLC media player to play the BluRay or DVD discs. You can open VLC from the Start Menu/Multimedia/VLC.

For Blu-Ray discs, open VLC, go to Media/Open Disc, and then select the Blu-Ray button. (It won’t play otherwise!)
Lighting and Blinds are not controlled with this system – use the switches beside the desk or on the wall. Shutter blinds in the ceiling are closed or opened by the switch on the edge of the desk.

Room lights turn on/off at the wall. Spotlights are switched on/off using the switches at the right of the desk.

Air conditioning is controlled by switches on the wall at the door.

**Ending your lecture:** When your lecture or event is finished, always remember to log-off the computer, then turn the system off by pressing the Power button in the bottom right of the touch screen. Don’t power the computer off.

The system will take a few minutes to shut down, then the touch panel will show the ‘Welcome’ screen again.

If you require further assistance, then please contact Media Services by phone at: #3674 or e-mail us at media@st-andrews.ac.uk