**AV Operating Instructions**

**ON and OFF:**
Press ON to turn the Projector ON.
*The button (and the PC 1 button) will flash for 30 seconds while the projector warms up.*
Press OFF to turn the projector OFF.
*The OFF button (only) will flash for 2 minutes while the projector switches off and cools down.*

**N.B. While the buttons are flashing, pressing any other button will do nothing.**
If the Projector is off, but the panel indicates it should be ON (i.e. ON & an INPUT button is lit), press the ON button to turn the projector on.

**PC1, LAPTOP, DOC CAM and Video:**
Select the appropriate input.
*If there is no image from the PC, first try moving the mouse.*
*If that doesn’t work, please check that the PC is switched on.*

*The DocCam (Document Camera) is also called a Visualizer or a Presenter.*

**Volume Up ▲ & Volume Down ▼:**
Press and HOLD the appropriate button until the desired volume is achieved.
*NB: Volume Down ▼ changes the volume faster than Volume Up ▲.*
*If you are using the PC or a laptop, please remember that there are volume controls on those too.*

**“Time Out”**
If none of the buttons on the control panel are pressed for 4 hours, the “PC1”, “LAPTOP”, “DocCam” and “Video” button lights start to flash (on the control panel) and the projector “input” is changed to an unused one.
*If this happens, to carry on using the projector, just press the button for the input you were/are using. You have five minutes to press any button to keep the projector switched on. If no buttons are pressed in those 5 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.

**NB The lectern microphones now have On/Off switches. There is now no reason, whatsoever, to disconnect the microphone cables.**

Please remember to switch the tie-clip radio mic OFF when you have finished with it.
*If there is a steady thumping/ticking noise from the radio mic, it means the batteries need replacing. There are spare batteries by the PC.*

If there is a problem with the PC, please contact the IT Helpdesk on Ext. 3333