Welcome to School VI. 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. Then press ‘Power On’ to activate it.

Wait while the system gets activated, the projector lamp warms up, and then you will get the main menu screen appearing on the touch panel.

Now select whether you want SINGLE or DUAL projection: Press LAYOUT PRESET to select your choice: Select 1 on this screen to get single projection. It will be highlighted in yellow.

Select 1:2 for side by side dual projection.

Other combinations of picture in picture can also be selected. Choose the style you need.

For Single Window projection:

Normally the first setting on the touch screen will be set to Window 1, and the PC source will be highlighted in yellow. The PC’s image will show on the projection screen.
INSTRUCTIONS FOR USE OF AUDIO VISUAL EQUIPMENT

You can change to the source by pressing:

**Laptop:** (there are no special controls other than volume control on the panel). Connect a laptop using either HDMI, Display Port or VGA/audio jack cables provided. Dongle adaptors may be needed if your laptop has a different connection.

**Blu-Ray:** Controls for the Blu-Ray player appear on the touch screen. The Blu-Ray player may need to be powered on. The disc tray needs to be opened by pressing the Open button on the player or by using the remote control. For Blu-Ray discs of different zones follow the separate instructions provided to change region. *(And always change back to Zone B when done).*

**Doc Cam/Visualizer:** Ensure the Doc Cam is powered on and use the camera controls on the touch panel to operate it. The Power button is on its base at the rear of the unit. There are also controls on the camera head.

**iPod or Android Devices:** *(This feature is not currently in operation. It is for a future enhancement of the system).*

*For dual projection, or Picture in Picture settings*

Window 1 will show whatever is selected as the source, and Window 2 will show the source selected in the second window. Change the source in either window by pressing Window 1 or Window 2 and choose a new source to display.

You can change the layout at any time by pressing the Layout Preset button and selecting single projection or any other Picture in Picture combination you wish.
Audio levels: Adjust the volume of the current source using the Source Volume arrows for up or down. Press Mute to mute or un-mute the volume. Audio will default to the last source selected. To control the lectern mic volume, use the touch panel arrows on the right to adjust the volume up or down to suit your voice level.

The podium microphone can also be switched on or off, using the red button on the base of the mic.

Two additional microphones are provided. They are both kept charged in the microphone cradle. The handheld mic and lapel mic both switch on when you take them out of the charging cradle. The light on them turns green, showing the mic is live. Both the handheld mic and the lapel mic have Mute switches on them, to mute them while they are in use. Their light turns yellow when the mic has been muted. Volume controls are available by pressing 'Audio Control' to adjust levels up or down.

Please return them to the charging unit so the next user can use it successfully.

Lighting is controlled using the switches on the wall.

Blinds are controlled wirelessly using the switch on the left hand desk.

When your lecture or event is finished, always remember to log off the computer, then turn the system off. Press the System Off button. Press Power Down.

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