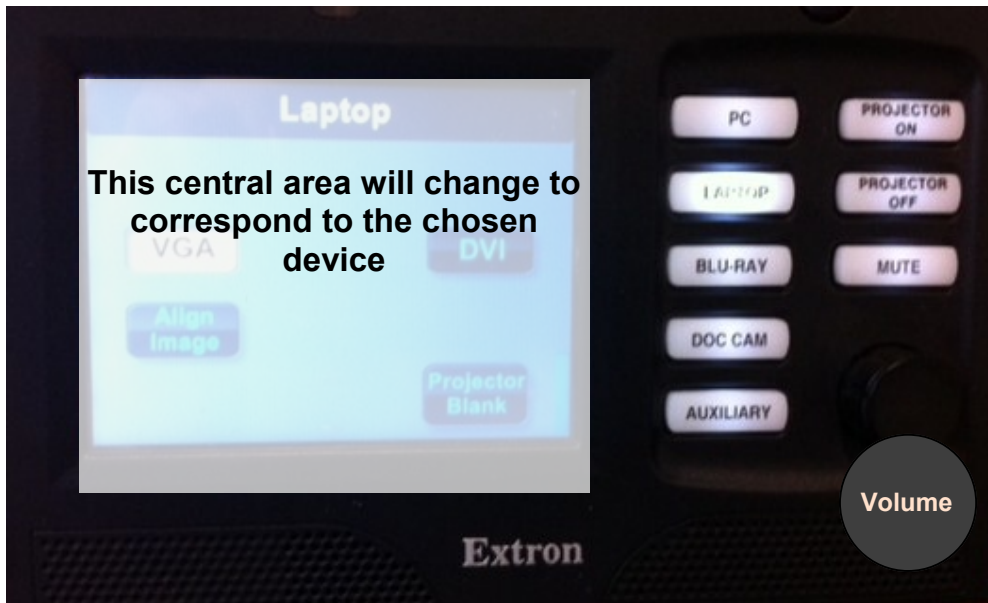


Audio Visual equipment in this Seminar room

Please use the touch panel to control all resources including the document camera and Blu-ray player



Buttons to the right switch between the devices to be controlled

The touch screen options vary to reflect the chosen equipment

Use the room PC and projector

1. Turn the PC on if required - it may be in low-power mode and can be woken by moving the mouse. Otherwise, press the on button on the base unit under the lectern.
2. Press **CTRL + Alt + Del** and log in using your IT Services username and password. This machine will function exactly the same as the cluster room PCs.
3. Turn the projector on by pressing the **Projector On** button on the lectern panel, it will flash until it is ready to be used.
4. When the projector has warmed up, it should automatically display the PC screen. If it does not, using the lectern panel press **PC**.
5. When finished, ensure that you **log off the PC**.
6. If someone is waiting to use the room leave the PC and projector on, otherwise press the **Projector Off** button on the lectern panel.

To blank the PC screen whilst working press Projector Blank button on the touch screen.

TIPS: If the left of the PC image is not shown on the board press the Auxiliary button and choose Align Image.

If the Interactive White board is to be used, ensure that it has been turned on using the on button on the board tray..

Use your own Laptop

1. Turn the projector on by pressing the **Projector On** button on the lectern panel, it will flash until it is ready to be used.
2. On the podium you will find a loose PC and audio fly lead to connect to your laptop.

Connect these to the corresponding sockets on your machine. Some newer laptops and most Macbooks don't have VGA sockets so will require the appropriate adapter for your laptop's video output socket.
3. Press Laptop on the lectern touch panel.
4. If the projector does not automatically display the laptop image, you may need to change the laptop output settings. Often a keyboard combination (something like fn+f5) or change the display properties. Consult your laptop manual for this.
5. Volume levels for laptop audio can be adjusted using the volume control dial on the lectern touch panel. Connect the loose mini-jack lead to the laptop headphone socket and ensure the laptop volume is turned up.
6. When finished press the **Projector Off** button on the Extron touch-screen.

For **technical support** call extension **8022** using the internal phone. IT Services also run regular training sessions on using AV equipment.

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Using the Blu-Ray player

It is not necessary to login to the Pc to use the Blu-Ray player.

1. Turn the projector on by pressing the **Projector On** button on the lectern panel, it will flash until it is ready to be used.
2. Use the lectern touch panel to select Blu-Ray.

All controls for using the Blu-Ray are shown on the lectern touch panel.

3. Use the lectern touch panel to open the drawer and insert your media. (*The player is above the PC base unit.*)
4. Continue to use the lectern touch panel to Play, Pause, Skip, Search and navigate.
5. Volume levels can be adjusted using the volume dial on the lectern panel.
6. When finished, turn the projector off by pressing the **Projector Off** button.

Use the Document Camera UF-80DX

It is not necessary to login to the Pc to use the document camera

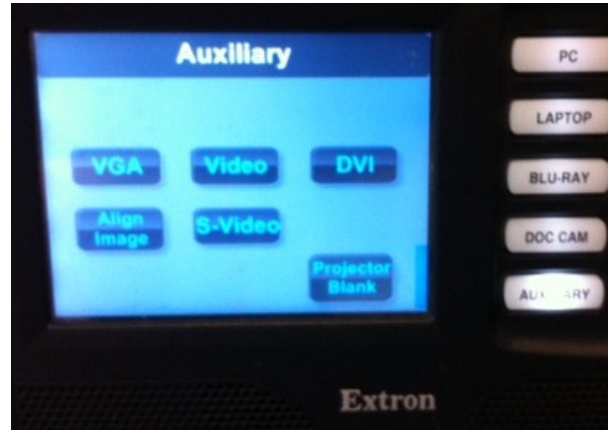
1. Turn the projector on by pressing the **Projector On** button on the lectern panel, it will flash until it is ready to be used.
2. Press the **DOC CAM** button lectern panel. Once the projector has warmed up an image is displayed.
3. Ensure your object is within the faintly marked document area (four engraved corners).
4. Use the touch screen for most controls, but to rotate the image press the rotate button on control panel on the actual document camera.
5. Turn off at the document camera.

Network Access.

Wireless is available throughout the building. The network points on the lectern are also active and can be used if your laptop has already been setup to use the Sussex wired network (Resnet).

Using the Auxiliary connections (eg video camera)

1. Turn the projector on by pressing the **Projector On** button on the lectern panel, it will flash until it is ready to be used.
2. Press the **Auxiliary** button
3. When the control panel has finished initialising select the input source you wish to use and connect your hardware, e.g. video camera.



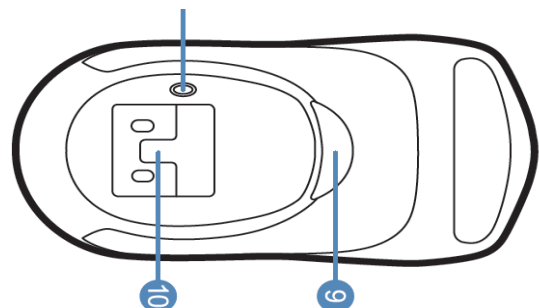
If the image is too far left, press Align Image on the touch screen.

Using the cordless mouse

1. The mouse has a range of 100ft and can be used as a standard mouse around the room or as a pointer.
2. To switch to use as a pointer press the In-Air Activation trigger 9 (semi-circle button on the base the mouse) or the top central silver button.
3. Use small wrist movements to move the mouse. Use the standard mouse buttons to select.

Please return to the stand so that it is recharged.

Tip: Click and hold the In-Air Activation button to move the cursor to the target, then release the trigger to park the mouse position before pressing the mouse button



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