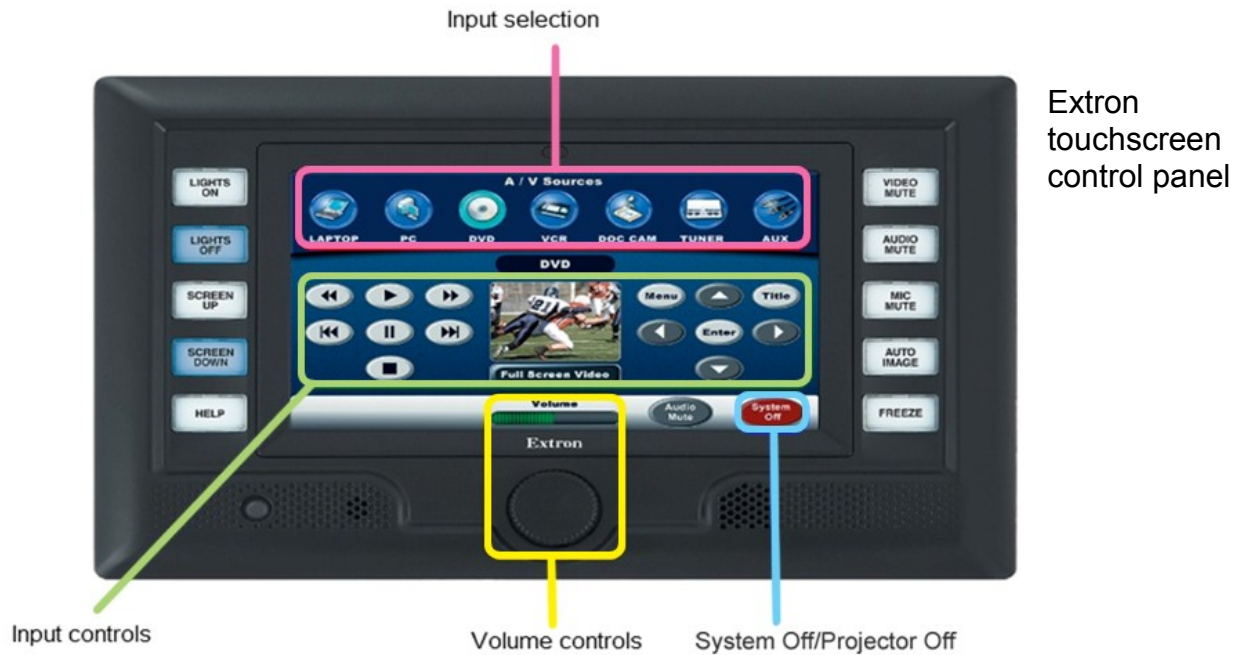


Audio Visual equipment in this room



Use the theatre PC and projector

1. To turn the PC on, press the small button next to the Dell logo. If it is already on (the button is green or flashing green) but not being displayed on the monitor, then the PC is in low-power mode and can be woken by moving the mouse.
2. The SMART podium PC monitor on the desk may also need to be turned on. The button is on the top right of the monitor. This is a touch-screen monitor and works similarly to a Smartboard and can be used as a presentation tool with the SMART Notebook software installed on the PC. A stylus pen can be found on the back of the monitor.
3. Press **CTRL + Alt + Del** and log in using your IT Services username and password.
4. Once logged in, this machine will function exactly the same as the cluster room PCs. **DO NOT put files on the desktop as they will not be saved.**
5. Turn the projector on by pressing the on/standby symbol on the Extron touch-screen.
6. When the projector has warmed up, it should automatically display the PC input. If it does not, then select the **PC** button on the Extron touch-screen.
7. When finished, **ensure that you log off the PC** and press the **System Off** or **Projector Off** button on the Extron touch-screen.

Use your own Laptop

1. Turn the projector on by pressing the on/standby symbol on the Extron touch-screen.
2. On the computer trolley you will find a loose VGA 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 you would need the appropriate adapter for your laptop's video output socket or one of the auxiliary connections (DVI/ HDMI) if available.
3. Press Laptop on the Extron panel.
4. If the projector does not automatically display your laptop image, you may have to press a certain keyboard combination (often something like fn+f5) or change the display properties. We advise you consult your laptop manual for this.
5. Volume levels for laptop audio can be adjusted using the volume control dial on the Extron panel. You will need to connect the loose mini-jack lead to the laptop headphone socket and ensure the laptop volume is turned up.
6. When finished press the **System Off** or **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.

Play a VHS, DVD or Blu-Ray

1. Turn the projector on by pressing the on/standby symbol on the Extron touch-screen.
2. When the projector has warmed up and an image is displayed, select the device that you want to project on the Extron touch-screen. **It is recommended to play DVDs with the Blu-ray player as it up-scales the image and therefore will look better.**
3. Insert your media into the player.
4. Use the transport controls that appear when the corresponding input is selected to Play, Pause, Skip, Search and navigate.
5. Volume levels for VHS/DVD audio can be adjusted using the volume control dial on the Extron panel.
6. When finished, please press the **OFF** button on the panel to switch the projector off.

Use the Document Camera

1. Turn the projector on by pressing the on/standby symbol on the Extron touch-screen.
2. Once the projector has warmed up and an image is displayed, press the **DOC CAM** button on the Extron panel.
3. Turn on Power on the Elmo Document Camera. The camera image will then be projected.
4. Adjustments to the zoom, focus and brightness can be made using the input controls on the Extron touch-screen. **Iris** is the brightness control.
5. When finished press **OFF** on both the Extron Panel and the **POWER** button on the Document Camera.

Using the Auxiliary connections

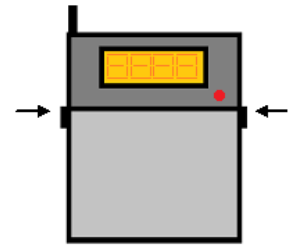
1. Press the **ON** button on the Extron Panel
2. When the control panel has finished initialising select the input source you wish to use and connect your hardware, e.g. video camera. You can select from the following auxiliary connection sources: **+AUX HDMI, +AUX S-Video, +AUX Video.**
3. When finished remember to disconnect your media from the connection plate then press **System Off** or **Projector Off** on the Extron panel.

Additional controls

1. On some of the Extron touch-screens there are additional buttons that are room specific. For example, some rooms have projector screens and there may be buttons to move these up and down.
2. Other controls may include: turning on/off or dimming the lights, opening or shutting blinds, or mute buttons for the different audio inputs.

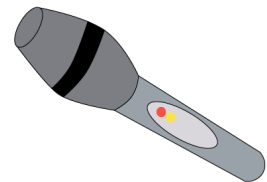
Use the Wireless Lapel Mic

1. To power on the lapel mic press the buttons on the side of the mic, as shown.
2. Pull gently towards you to expose the battery and power switch.
3. Press the **ON** switch and allow a couple of seconds before speaking.
4. When finished **REMEMBER TO LEAVE THE MIC ON THE LECTERN** and **power it off** to preserve battery life.



Use the Wireless Roving Mic

1. To power on the roving mic press the Power button at the base of the mic.
2. Allow for a couple of seconds before speaking.
3. When finished **REMEMBER TO LEAVE THE MIC ON THE LECTERN** and **power it off** to preserve battery life.



Use the External LCD Displays (Fulton lecture theatres only)

1. Press the **ON** button on the Extron Panel
2. When the control panel has finished initialising select **Display Choice**
3. Select the LCD Displays you wish to use and press **ON**. You can use **+ Flexible Area, + Main Hall Front, + Main Hall Rear**
4. The LCD Display will show exactly what is projected within the theatre
5. When you are finished **please turn off the LCD displays** using the Extron Panel
6. Press **System Off** or **Projector Off** on the Extron panel when you have finished in the theatre.

US

University of Sussex
IT Services

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