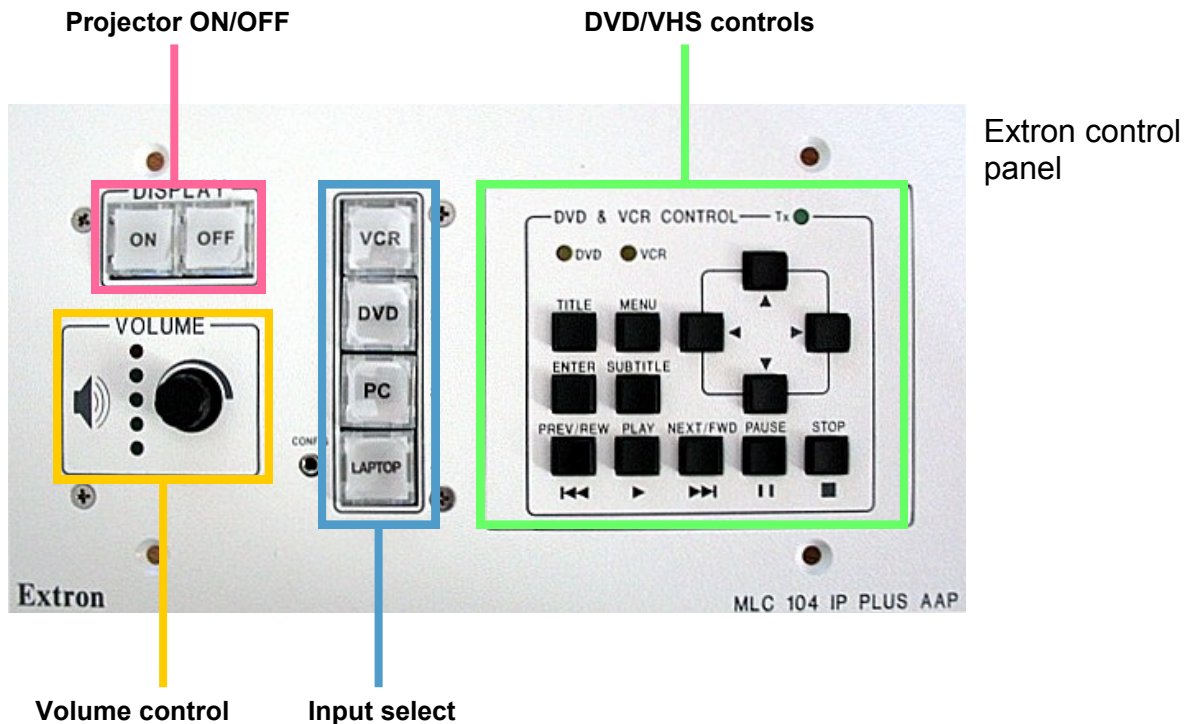


# Using the Audio Visual equipment in this room



## Use the PC / 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. Press **CTRL + Alt + Del** and log in using your IT Services username and password.
3. 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.**
4. Turn the projector on by pressing the **ON** button on the Extron control panel. The button will flash indicating the projector is warming up.
5. When the light stops flashing and remains illuminated, the PC input should automatically be selected and displayed. If not, press the **PC** button on the Extron panel.
6. When finished, **ensure that you log off the PC** and press the **OFF** button on the Extron panel.

## Use your own Laptop

1. Turn the projector on by pressing the **ON** button on the Extron control panel.
2. Near 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. 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.
4. 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.
5. When finished press **OFF** on the Extron panel.

US

University of Sussex  
IT Services

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

## Play a VHS or DVD

1. Turn the projector on by pressing the **ON** button on the Extron panel.
2. When the amber light stops flashing and remains illuminated, press the **DVD** or **VCR** button accordingly.
3. Insert your media into the player.
4. Use the controls on the right hand side of the panel to play, pause, stop etc. DVD menus can be navigated by using the up, down, left and right arrows along with the **ENTER** button.
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.

## Additional controls

1. On some of the Extron control panels, 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.