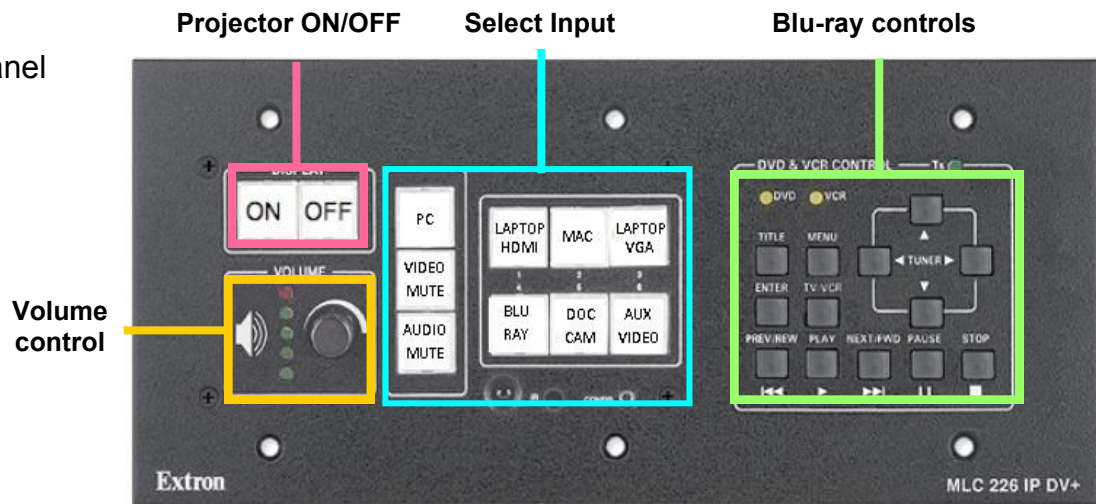


Using the Audio Visual equipment in this Room

Extron control panel



Use the PC

1. Press the **ON** button on the Extron panel.
2. When the amber light stops flashing and remains illuminated select **PC**.
3. If the monitor is blank the computer may be in low-power mode (press PC power button to wake up).
4. Press **CTRL + Alt + Del** and log in using your IT Services username and password.
5. When finished, log off and press the **OFF** button on the Extron Panel.

NB: Video mute will blank the image projected.

Use your own Laptop

1. Press the **ON** button on the Extron Panel.
2. When the amber light stops flashing select **Laptop HDMI, Mac or Laptop VGA** and connect the corresponding lead to your laptop (for other devices select **AUX VIDEO** and use the sockets provided*).
3. If the projector doesn't detect your laptop image, you may have to force your laptop to output to the projector with a keyboard combination. Consult your laptop manual for this.
4. When finished press **OFF** on the Extron Panel.

Play Blu-Ray

1. Press the **ON** button on the Extron panel.
2. When the amber light stops flashing and remains illuminated select **Blu-Ray**. We recommend playing DVDs in the Blu-Ray player as the image is re-sized more effectively.
3. Insert your media into the player.
4. Use the controls on the right of the Extron panel to Play, Pause, Skip, Search & navigate.
5. Remember to remove your media from the player, then press **OFF** on the Extron panel.

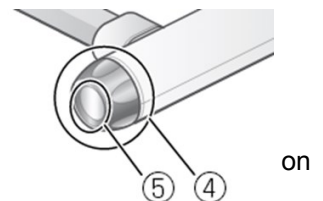
Audio Controls

1. Controlled by the volume dial on the Extron panel, the current volume level is indicated by the five LEDs to the left of the volume dial.
2. Mute at any time by pressing **AUDIO MUTE** on the Extron panel, press again to restore audio.

NB: Sound played corresponds to the selected input device.

Use the Document Camera

1. Press the **ON** button on the Extron Control Panel and press **DOC CAM**.
2. Press on button on the Document Camera.
3. When the blue **ON** light has stopped flashing it is ready.
4. **Zoom** using the ring on the end of the camera head.
5. **Focus** using the orange button on the end of the camera head.
6. When finished press **OFF** on both the Extron Panel and the Document Camera.



NB: For some document camera's there will be an icon on the desktop, usually with the same name as the document camera, which allows the document camera image to be shown within a window on the PC.

** These are on the separate panel to the right of the Extron panel*

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

US

University of Sussex
IT Services

Bramber/Arundel Seminar Room 01/2015