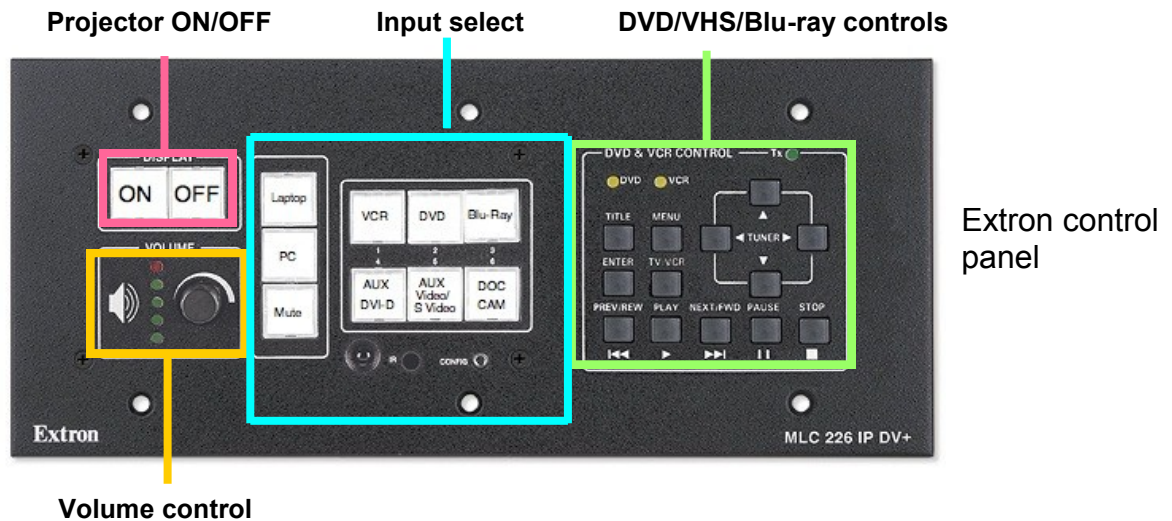


Using the Audio Visual equipment in this Room



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. It can be woken up by moving the mouse.
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.

Use your own Laptop

1. Press the **ON** button on the Extron Panel.
2. When the amber light stops flashing select Laptop and connect the **VGA fly** lead to your laptop, or select **AUX DVI-D** and use the **DVI fly** lead if your laptop uses a **DVI** out.
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.

Audio Controls

1. Audio levels for all sources are 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. Audio can be muted at any time by pressing **MUTE** on the Extron panel, pressing **MUTE** again will restore audio.

Play VHS, DVD or Blu-Ray

1. Press the **ON** button on the Extron panel.
2. When the amber light stops flashing and remains illuminated select **VCR**, or **Blu-Ray** accordingly. **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.

Use the Document Camera

1. Press the **ON** button on the Extron Control Panel and on the Document Camera
2. When the amber **ON** light has stopped flashing and remains illuminated select **DOC CAM**
3. Focus Ring adjustments can be made using the control panel on the Document Camera
4. When finished press **OFF** on both the Extron Panel and the Document Camera

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

Fulton Seminar Room, September 2011