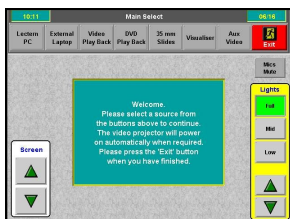


Using Audio Visual equipment in this room

Use the room control system

1. If the touch panel on the lectern is blank, touch the screen once to see the startup screen and then again to begin.



2. The top row of buttons allow you to choose what will be displayed on the projector. Touch one of these to lower the main screen into place and start the projector.

Play a Video or DVD

1. On the touch screen choose **Video Play Back** or **DVD Play Back**.
2. Insert the DVD or Video tape into the appropriate player.
3. Use the controls on the lectern touch panel to play, pause, fast forward and rewind.



Show close-ups with the visualiser

1. On the touch screen, press **Visualiser**.
2. Raise the lighting arms and camera head into position and turn on with the power switch at the back of the unit.
3. Use the buttons on the visualiser to select the best light source for the material (for example, the base light for transparencies or the top lights for a book).
4. Use the zoom controls to make the image on the screen larger if necessary.

Use the PC in the room

1. The PC is located inside the lectern. 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. On the touch screen controls, press **Lectern PC**.
5. When finished, **ensure that you log off the PC**.

Use your own Laptop

1. On the touch screen, press **External Laptop**.
2. You will find a black fly lead with a red label to connect to the corresponding socket on your laptop. 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.

35mm slide projectors

1. On the touch screen, press 35mm slides.
2. There are two 35mm slide projectors on the bench in the middle of the theatre where you can load your slides or carousels.
3. Use the controls on the touch panel to control the projectors.

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