Turn the System On	Turn the System Off
The AV system is controlled using the touch panel. If the touch screen is blank, touch it to wake it up.	Switch off the LCD screens by pressing their OFF button on the touch panel. Switch off the Projector by pressing its OFF button on the touch panel. The projector screen will raise up.
	The PC and Monitor must be switched off manually.
	If you borrowed the Radio Mic set then make sure this is returned to the SIZ desk.
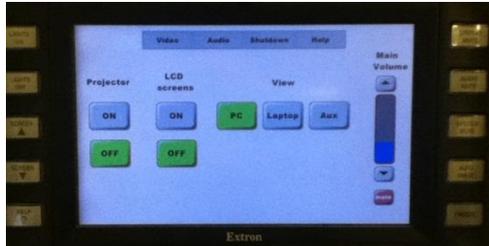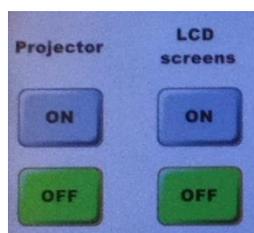
PROJECTOR AND LCD SCREENS

The projector and LCD screens are switched on and off from the touch panel. The LCD screens are only needed if you have some of your audience seated at the rear of the room. Do not press anything on the LCD screens.

Note: when the projector is switched on, the projection-screen will automatically lower, and it will raise when the projector is switched off.
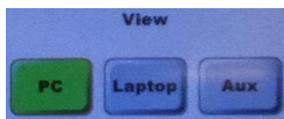
PC

Switch on the computer in the lectern.

Press [PC] to show the PC on the projector and LCD screens.
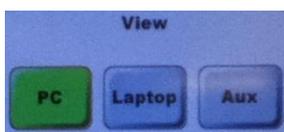
LAPTOP

Plug your laptop into the VGA cable (rectangular plug) + audio cable (blue) protruding from the top of the lectern.

Press [Laptop] to show the Laptop image on the projector and screens.
If your laptop image does not appear on the projector screen you may need to instruct your laptop to output its image, normally this is by pressing the "Fn" key and a function key (F5 and F7 are common ones).

NOTE: For iPAD & MAC users an approriate VGA adaptor is required. The SIZ desk in the Learning Resource Centre can loan some types.
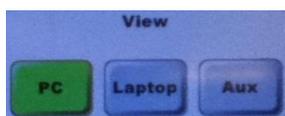
AUX VIDEO

Aux video is currently disconnected on the lectern so is not available.

Press [Aux] to select

iPOD \ MP3 \ AUDIO Devices

An audio device can be connected to the labelled MP3-audio cable.
Press AUDIO on the touch panel to show and use the MP3 on/off control.

Volume Controls

The volume can be raised and lowered using the arrows on the touch panel. This does not affect the microphones.

For other audio controls press AUDIO on the touch panel.

The sound can be muted by pressing either the red MUTE button on the touch panel, or the AUDIO MUTE button on the right-side of the touch panel.

Microphones

A set of Radio Mics are available for loan from the SIZ desk in the Learning Resource Centre.

There are 2 "traditional-style" handheld mics and 2 lapel mics.

Instructions for the mics should be included in the case with the mics, and also found on the computer's "desktop".

Other Controls
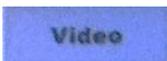
Pressing VIDEO takes you back to the touch panel "Main Page".
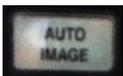
If the projected picture appears badly aligned try pressing AUTO IMAGE to adjust it.

To blank the projected image so the audience cannot see what is on your computer screen, press the DISPLAY MUTE button.

Please note that the FREEZE button and the SPEECH MUTE button are inactive.

Other Controls

To manually raise and lower the projection screen. The SCREEN up and down buttons on the left side of the touch panel can be used.

Please note that the LIGHTS buttons are inactive. Please use the light switches by the door.

Technical note on the computer's screen resolution: This should normally be set at the recommended setting of 1280 x 800.

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The screen size should be set to:
   HD wide  1920 x 1080  (does not fill screen)
 widescreen 1600 x 1200  (smaller text)
rectangular 1280 x 1024
 widescreen 1280 x 800   (recommended)
   narrow  1024 x 768    (large text)

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NB: 1920 x 1200 not possible on
            projector.
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Emergency
Classroom Technical Support

(01243 81) 6222

Please report any non-urgent issues via Support Me > Self Service Portal on the Staff Intranet