

Projector



To switch the projector ON: point the projector remote control handset at the projector and press the remote's blue power button.

NB: When the projector is warming up (or cooling down) the projector remote cannot be used until the warming\cooling has finished.

To use the PC or a Laptop, the projector must be using the source Computer-1. If you do not see the PCs display being projected then use the projector remote and press **Computer 1** on the remote.



To switch the projector OFF: point the projector remote control handset at the projector and press the remote's blue power button. A confirmation appears on-screen – press the same button again to confirm you wish to switch off the projector.

PC

The PC is located in the lectern and must be switched on manually. Also switch on the monitor. See "Projector" above for operating the projector.

NB: This room contains a switch box to choose between PC and laptop. The box is on top of the lectern – make sure it is set to PC (which is option B).



If no signal or image is displayed, you may need to set your laptop to video out

LAPTOP

This room contains a switch box to choose between PC and laptop - plug your laptop into the VGA cable labelled "laptop" and select Laptop (option A) on the switch box. If you need sound from your laptop, the iPod cable can be used – see the iPod/MP3 section.

NOTE: For connecting iPads or Apple Mac laptops you may require a VGA adaptor. The SIZ desk in the Learning Resource Centre has a limited number of adaptors for loan which **may** suit your device.

AMPLIFIER / AUDIO

The audio volume is controlled by the Denon amplifier in the equipment rack. Make sure it is powered ON and its Input Selector is set for the equipment you are using.

For PC or Laptop set to "PC" (also marked CD)

iPods & mp3 set to "iPod" (also marked Tuner)

VHS Player set to "video" (also marked DVD/Aux1)

Control the volume with the large rotary control.

DVD

To play DVD films etc, login to the PC and place the DVD into PC's DVD drive. *VLC Media Player* should auto start – if it doesn't then launch *VLC Media Player* from the Start Menu.

iPOD / MP3 PLAYER

To hear sound from an iPod type device, connect the black audio cable on top of the cabinet and then set the Denon amplifier's Input Selector to "iPod" (also marked Tuner).

VHS PLAYER

This room still contains a VHS player although this is due for removal. To use the VHS player set the projector to video by pressing the **Video** button on the handset. The Denon amplifier should have its Input Selector set to "Video" (also marked DVD/Aux1).

Play the video tape and it should now appear on the big screen.

NB: We do not guarantee the working state of the VHS player and should it fail then this out-dated piece of equipment will not be replaced.

POLYCOM SYSTEM

The room contains some Polycom video conferencing equipment. This equipment is not for general use and is the property of the ICT Department. The Polycom cable replaces the laptop cable on option A on the switch box (after use – disconnect the Polycom cable and reconnect the removed laptop cable).

Contact the ICT Department (not IT Services) for information on the Polycom system.

For Emergencies where there is a fault call the SIZ on (01243 81) 6222

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