

St Michaels F9 has its equipment contained in the metal equipment rack. For your own safety please do not attempt to open the rack or reach inside it.

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### POWER

The power supply for the equipment is switched on/off by the big green System Power button in the equipment rack which itself is connected to a marked wall socket.

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### 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.

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### PC

The PC is located in the equipment rack and must be switched on manually. Also switch on the monitor. See "Projector" above for operating the projector. Set the Amplifier's Input Selector to PC/Laptop - see Amplifier/Audio.

USB devices can be connected to the sockets on the front of the PC.

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

### LAPTOP

Plug your laptop into the VGA+audio cable that is available on the desk. When there is a device connected to this cable it over-rides the signal from the PC in the lectern – therefore to operate the projector and amplifier follow the same instructions as for PC.

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.

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### iPOD / MP3 PLAYER

An audio device can be connected to the supplied cable (marked iPod/MP3) on top of the desk. Lower the volume on the amplifier before connecting the cable. Change the Input Selector on the amplifier to iPod/MP3 (also marked CD).

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### 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/Laptop" (also marked DVD/Aux)

iPods & mp3 set to "iPod/MP3" (also marked CD)

VHS Player set to "video" (also marked Tuner)

Control the volume with the large rotary control.

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### 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.

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### 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 Tuner).

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.

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