

The Projector is controlled by the AMX panel – the white push button pad on the top of the lectern, which can also be used to lower and raise the volume on the amplifier.

### PROJECTOR

If using the projector switch it on or off with the  button

When the projector is powering on or off the button will **flash** while the projector warms up or cools down – during this time the AMX control panel is disabled.

### PC

The computer is located in the front of the lectern and must be switched on manually as must its monitor.

Press the  button on the AMX panel to have the PC picture displayed by the projector and its audio heard over the room speakers.

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

### LAPTOP



Plug your laptop into the VGA+audio cable that is available on the top of the lectern. 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 above.

NB: For connecting devices that lack a VGA output a suitable adaptor is required. The SIZ desk in the Learning Resource Centre has a limited number of adaptors for loan which **may** suit your device.

### DVDs and CDs



The lectern contains a DVD player. Press the  button on the AMX panel. This will select the DVD player unit in the lectern to be used for projection and audio.

DVDs and CDs can also be played using the DVD drive in the PC. Log into the PC and in *Windows* use *VLC* (aka *VLC Media Player*).

 *VLC* can be found in the Start Menu.

### LECTURE RECORDING

E310 does not contain a fixed camera for lecture recording, however lecture recording is possible by using an appropriate webcam. For information on lecture recording please contact the Skills Team well in advance of your lecture – see Training below.

### VOLUME & OTHER CONTROLS

Remember that *Windows* has its own volume level bottom-right of the screen and for low volume that setting should be raised first.



Volume UP increases the audio volume.

Volume DOWN decreases the audio volume

AV Mute hides the projected image (the projector is still ON)

### TROUBLESHOOTING

No power - the power supply for the lectern is controlled by the PHONIC unit at the top of the cabinet. The rocker switch to the right of the unit will be illuminated RED when the power is on.

Poor image - the projector image will be greatly affected by bright light from windows and/or the electric lights. Try closing blinds and switching off lights if the image is not bright.

No sound - the audio comes from the Denon amplifier in the lectern so if there is no sound make sure this is powered ON. Its Input Select control changes to **TUNER** for use with the PC (or a laptop) and to **DVD\AUX** for use with the DVD player.



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### TRAINING

To learn how to make the best use of the facilities in any of the lecture rooms please make an appointment with a member of the Skills Team. Use Self-Service and click **Support Me**, then **My IT Training** and select "**PC/MAC/AV/Assistive Technology Training Request**".

**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