

AUDIO VISUAL EQUIPMENT IN COMPUTER POOLS (AV-03)

GETTING STARTED

At the front of the room above the equipment rack you will find a keypad. To start the system, you will need a key, either your office key, or you can sign one out from Security (88888). Turn the key to the **ON** position, then back the **KEY OUT** position and remove your key



To adjust the volume, press the buttons marked **UP** and **DOWN**

DVD / VHS PLAYBACK



Select **VIDEO** or **DVD** to activate the data projector

You can now put your DVD or Video in the machine

Choose DVD/Video by pressing the buttons shown below



You can now run the DVD/Video by using the playback controls. The remote control is tethered to the AV Rack

LAPTOP DATA PROJECTION

Plug VGA cable into the socket located below the monitor of one of the two front PCs in centre aisle of room



Select **LAPTOP** to activate the projector

You should now see your laptop image on the screen

One of the 2 front PCs is permanently connected to the projector, to project from this PC, please press the AVPC Button



No Sound? Have you checked that the amplifier is switched on? The amplifier is located directly below the VHS/DVD Player; the switch is on the right hand side.



To power down system, hold the bottom right button on the keypad for 2 seconds. Once the projector switches off, insert your key and turn it to the OFF position. Turn the key back to the KEY OUT position and remove your key Please ensure it is switched off after each session.

PLEASE CALL 25000 FOR ASSISTANCE

