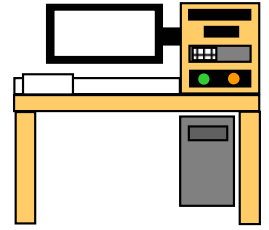


CS Seminar Room AV Instructions

SUMMARY

The Audio Visual system provides projection facilities to cater for all users as follows:

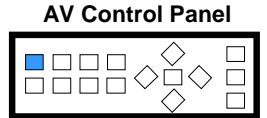
- UNI PC - presentations and University network access (Mints) - ALL users
- NHS PC - presentations and NHS network access - HILLSRD logon required
- Laptop - presentations only – network access only by arrangement - ALL users
- DVD player - DVD video to the data projector - ALL users
- Auxiliary Video/Audio input - video/audio equipment to data projector - ALL users



INSTRUCTIONS

FIRST: Data Projector (DP):

Press **“Proj On/Off”** on AV Control Panel - firmly
DP bleeps and button flashes until DP warmed up - approx 10 secs



UNI PC or NHS PC :

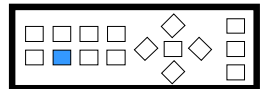
Press **“PC2”** on AV Control Panel

For UNI PC turn on new PC in desktop rack and press **LEFT button** on Belkin switch in desktop rack
Login: Mints account users please log on as normal
non Mints users please follow the steps below

1. Go to reception and ask reception staff to enable the pc in the seminar room you are using for internet use.
2. Fill in your details at reception and the reception staff will enable the pc for use
3. Return to the seminar room and log in using the details provided
4. Please remember to log off when you have finished using the internet/pc

For NHS PC turn on old PC below desk and **RIGHT button** on Belkin switch in desktop rack
Login: enter your HILLSRD logon

Hint: Both PCs can be turned on and operated alternately using the Belkin switch



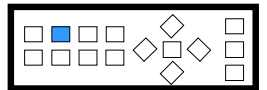
OR



UNI NHS

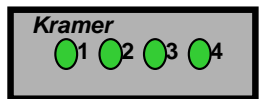
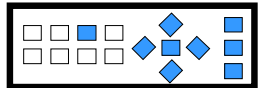
Laptop:

Press **“PC1”** on AV Control Panel
Connect your laptop to flying data cable (and optional audio) from desktop
Turn on your laptop and proceed. Use power socket on desktop if necessary



DVD Player :

Press **“DVD”** on AV Control Panel and **Button 1** on Kramer switcher in desktop rack
Insert DVD in player in desktop rack
Play/operate DVD and adjust sound using appropriate buttons on AV Control Panel



DVD Aux

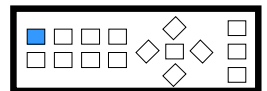


Auxiliary Video/Audio Input:

Press **“DVD”** on AV Control Panel and **Button 2** on Kramer switcher in desktop rack
Connect AUX video/audio equipment to AUX composite input plate on desktop trunk
e.g. portable video camera, portable scanners, VHS player etc.
Contact **Media Studio** for assistance if necessary

To Finish:

Press **“Proj On/Off”** on AV Control Panel – firmly, to turn off DP (to standby mode)
Turn off PC
Don't forget to remove your USB sticks, CDs and laptop accessories etc.



House Rules:

Do not move the desk or put food or liquids on it - it's wired up to mains power and data cabling!
Do not disconnect or interfere in any way with fixed cables – including laptop cable!
However, please DO turn off the data projector and the PC used, when you have finished your session