

Using Teaching and Learning Room Computer/ AV Equipment (DMB Teaching Rooms – GS4/ GS5)

1. Turn on the Power

A Turn on the projector by pressing the touch screen. *Whilst warming up, the progress bar on the touch screen goes from white to red.*

The projector will start and begin to warm up; by default the PC will be selected.

2. Selecting your connection

B **PC:** Please ensure the PC is switched on; the power button is located on the front on the computer. The PC is connected to the PWF.

B **LAPTOP:** If you would like to use a laptop, press the PC selection button and then select LAPTOP on the touch screen. The designated VGA cable is located in the drawer at the bottom of the lectern; plug one end of the cable into the laptop and the other end into the VGA port located next to the monitor stand.

C **VHS:** Please ensure the VHS player is switched on; the power button is located on the front of the VHS player. To play a VHS tape, press the VHS selection button.

D **DVD:** Please ensure the DVD player is switched on; the power button is located on the front of the DVD player. To play a DVD, press the DVD selection button.

E **CD:** Please ensure the CD player is switched on; the power button is located on the front of the CD player. To play a CD, press the CD selection button.

F **Visualiser:** Please ensure the Visualiser is switched on; the power button is located on the top of the Visualiser. Please also ensure that the camera head is pulled up. To use the Visualiser, press the VIS'LISER selection button.



G **CASSETTE:** Please ensure the Cassette player is switched on; the power button is located on the front of the Cassette player. To play a Cassette, press the CASSETTE selection button.

H **VOLUME UP:** To increase the volume, press the VOL + selection button. The volume indication bar on the touch screen will display more red as the volume increases.

J **VOLUME DOWN:** To decrease the volume, press the VOL - selection button. The volume indication bar on the touch screen will display less red as the volume increases.

I **VOLUME MUTE:** To mute the volume, press the VOL MUTE selection button. The volume indication bar wont display any red when the volume has been muted.

3. Shutting Down

Log off the PC, disconnect the laptop or turn off the Visualiser.

K **Turn off the projector** by pressing the OFF selection button and then press the SHUT DOWN selection button on the touch screen. *Whilst warming down, the progress bar on the touch screen goes from red to white.*

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4. Using the Laser Presenter

The Laser Presenter is located in the drawer at the bottom of the lectern.

- L** If you would like to use the Laser Presenter to control presentations, press the controls on the black ring on the front of the Laser Presenter.
- M** If you would like to use the Laser Presenter as a laser pointer, press the round grey laser button on the front of Laser Presenter.



5. Using the Lapel Mic

The Lapel Mic is located in the drawer at the bottom of the lectern.

- N** To turn on the Lapel Mic, open the flap at the front of the transmitter unit.
- O** Press the ON/OFF button.

Close the flap and clip the transmitter onto clothing or store it in a pocket. Clip the Lapel Mic onto clothing under your chin.