

## Using Teaching and Learning Room Computer/ AV Equipment (DMB Teaching Rooms – Not GS4/ GS5)

### 1. Turn on the Power

- 1 Turn on the projector using the push button panel. *Whilst warming up the red indicator under the 'Power On' button will flash.*

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

### 2. Selecting your connection

- 2 **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.
- 3 **LAPTOP:** If you would like to use a laptop, please press the Laptop selection button, and plug your laptop into the designated VGA cable located either under the SMART board or, on the fixed desk (DMB 1S4 & 1S5 only).
- 5 You may need to press the '**Auto Image**' button if you laptop image is out of focus.

**DVD/VCR:** Firstly ensure the DVD/ VCR Unit is switched on, using the power button on the DVD/VCR.

- 4 To view a DVD/VCR, ensure you select the '**DVD/VCR**' button. Press **ONCE** to use the DVD player, press **TWICE** to use the VCR.

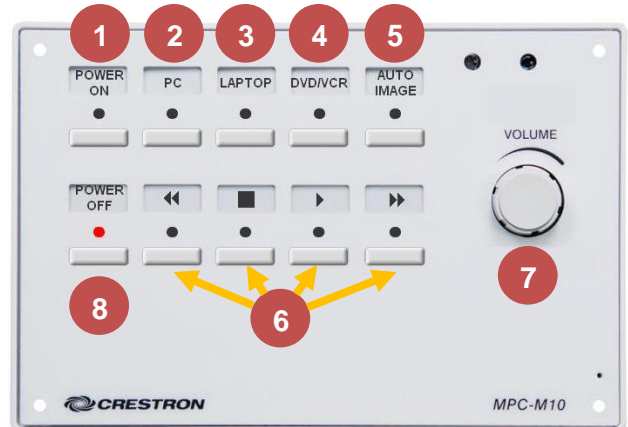
- 6 Once the DVD/VCR function is in use, the Rewind, Stop, Play and Forward buttons can be used.

- 7 **VOLUME:** Volume from all the sources can be controlled using the Volume dial.

### 3. Shutting Down

Log off the PC, or disconnect the laptop.

- 8 **Turn off the Projector** by pressing the '**Power Off**' button.



### Trouble Shooting

#### PC:

- Ensure the PC function is selected 2
- Ensure the Desktop machine is on.
- Ensure the Desktop monitor is showing the PWF logon page.

#### Laptop:

- Ensure the Laptop function is selected 3
- Some laptops require you to enable 'mirrored display'. (e.g. Dell *Function F8* on an Mac laptop use the *Displays* in the *System Preferences*.)
- If the laptop is out-of-focus press the '**Auto Image**' button. 5

#### DVD

- Ensure that the unit is switch on (Power button is usually on the left on the unit) 4
- Remember: Press **ONCE** for DVD

#### VCR

- Ensure that the unit is switch on (Power button is usually on the left on the unit) 4
- Remember: Press **TWICE** for VCR.

#### Volume

- Ensure the dial is turned clockwise and light bars are displayed above the dial. 7