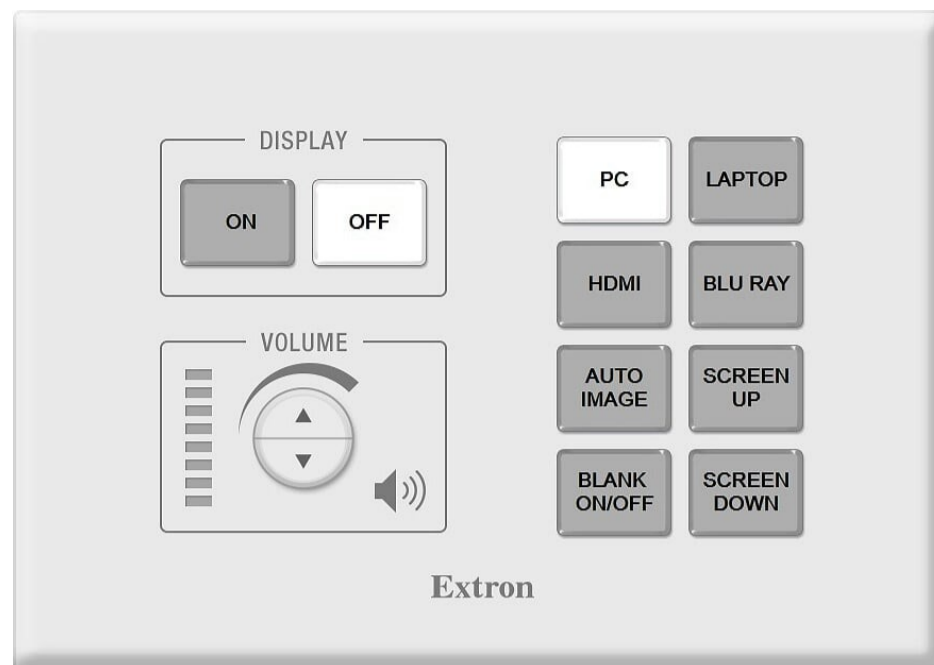# USING THE AUDIO-VISUAL EQUIPMENT

PLEASE READ THROUGH THESE INSTRUCTIONS CAREFULLY *BEFORE* YOU BEGIN

To use the PC or for Internet access you will need a Birkbeck IT Services or Eduroam log in - ask the AV Team

EXTRON CONTROL PANEL
The panel in this room may not look exactly as shown here but all the essential functions will be available

PRESS THE ON BUTTON
unless you are using a Laptop with VGA

If the room is fitted with a data projector it will now activate and the ON button will continue to flash until the projector has finished warming up. **Please be patient - this process can take longer than a minute to complete.**

Alternatively, if the room is fitted with a professional display the screen will turn on almost immediately.

The *projector* or *display* will now be ready to present whichever function you select from the input panel (below).

After connecting or logging on you can switch between sources as often as you wish during your presentation.

USING THE PC
The PC is in the cabinet
Make sure it is ON before continuing
PRESS THE PC BUTTON
Log on using your user name and password

USING HDMI
Connect the provided HDMI cable into the device and ensure the device is powered on.
PRESS THE HDMI BUTTON.

USING LAPTOP
NOTE: DO NOT PRESS THE "ON" BUTTON YET.
Connect the provided VGA cable to the laptop and then ensure that it is powered on.
NOW PRESS THE "ON" BUTTON
Wait for the "ON" button to stop flashing.
PRESS THE LAPTOP BUTTON

USING THE BLU-RAY
Make sure the BLU-RAY Player is ON
INSERT THE BLU-RAY OR DVD
Use the Volume Control on the Extron control panel to set the required sound

AUTO IMAGE
Press this button if the image is cut-off or not displaying correctly.

BLANK ON/OFF
Press this button to mute the image on the projection screen.

SCREEN UP / SCREEN DOWN
Manually raises or lowers the projection screen, for accessing the whiteboard.

AT THE END OF YOUR SESSION   PRESS THE OFF BUTTON

CALL EXTENSION
3456 opt.2
FOR AV SUPPORT

NEED MORE HELP?

CALL EXTENSION
6031
FOR RECEPTION

BIRKBECK IT SERVICES AUDIO VISUAL